



AGENDA
REIDSVILLE CITY COUNCIL
MEETING
6:00 PM
Tuesday, March 9, 2021

1. Call to Order.
2. Invocation by Reverend Kenny Houston, Pastor of First Baptist Church, 409 S. Main Street, Reidsville.
3. Pledge of Allegiance.
4. Proclamations & Recognitions:
 - (A) Recognition of the City's Wastewater & Water Treatment Plants' staff for achieving 100% Operational Compliance for the Calendar Years 2019 and 2020.
5. Approval of Consent Agenda.
 - (A) Approval of the 2021 Council Retreat Minutes, the February 9, 2021 Regular Meeting Minutes, and the Open Session Minutes from the February 4, 2021, February 18, 2021 Recessed and February 20, 2021 Reconvened Special Meetings.
6. Public Hearings:
 - (A) Consideration of a rezoning request for property bordering Barnes Street and Holiday Loop, specifically a portion of Rockingham County Parcel Nos. 174023Z1 and 174023Z2 from Residential Agricultural-20 (RA-20) to Residential-12 (R-12). James Robert Stanfield and wife, Dee Ann Brown Stanfield, and The Houston W. Stanfield Jr. Irrevocable Trust are owners of the property, and TSH Acquisition, LLC submitted the application. (Z2021-01) (Enclosure #1) - *Donna Setliff, Community Development Manager*
 - (B) Consideration of a rezoning request for property located on Ware Street, specifically Rockingham County Parcel Nos. 143774, 143773, 143769 and 143775 from Residential-12 (R-12) and Highway Business (HB) to Heavy Industrial (I-2). The City of Reidsville owns the properties and submitted the application. (Z2021-02) (Enclosure #2) -- *Donna Setliff, Community Development Manager*
7. CDBG Grants:
 - (A) Consideration of Awarding CDBG-CV Grant Administration Services. (Enclosure #3) - *Chris Phillips, Interim City Manager*
 - (B) Consideration of Resolution By the City of Reidsville to Adopt CDBG Plans. (Enclosure #4) - *Chris Phillips, Interim City Manager*

8. Grants:
 - (A) Consideration of Resolution to Apply for Industrial Development Fund Utility Account Funds, Budget Ordinance Amendment No. 7 and Capital Project Ordinance Amendment. (Enclosure #5) -- *Chris Phillips, Interim City Manager*
 - (B) Consideration of Utility Reimbursement Grant for Residential Development and Budget Ordinance Amendment No. 8. (Enclosure #6) - *Chris Phillips, Interim City Manager*
9. Reports:
 - (A) Update on Water Treatment Plant issues during the recent ice storm event. (Enclosure #7) - *Chris Phillips, Interim City Manager*
10. Public Comments.
11. City Manager's Report.
 - (A) Month of March. (Enclosure #8)
12. Boards & Commissions Appointments:
 - (A) March Appointments. (Enclosure #9)
13. Council Members' Reports.
14. Announcement of Boards & Commissions Appointments.
15. Miscellaneous:
 - (A) For Information Only.
16. Adjourn.



RECOGNITION

WHEREAS, the provision of safe and efficient wastewater reclamation to our community is an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of City's Wastewater Treatment operation; and

WHEREAS, the public health, protection of the environment, safety and comfort of this community greatly depends on the availability of safe wastewater disposal; and

WHEREAS, the ability to supply properly treated wastewater and the ability of the City to effectively operate its Wastewater Treatment facilities in full compliance with all applicable rules and regulations, is vitally dependent upon the efforts and skill of the City's wastewater treatment professionals; and

WHEREAS, the efficiency and the qualified and dedicated personnel who are responsible for the City's Wastewater Treatment operation is materially influenced by the people's attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, I, John M. "Jay" Donecker, Mayor of the City of Reidsville, North Carolina, do hereby recognize the outstanding operation and performance of the City's Wastewater Treatment staff, for achieving in calendar years 2019 and 2020;

100% Operational Compliance

and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in the provision of safe wastewater disposal to our community and to recognize the contributions which wastewater treatment officials make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Reidsville, North Carolina, to be affixed this 9th day of March, 2021.

John M. "Jay" Donecker VMD, MS
Mayor



RECOGNITION

WHEREAS, the provision of safe drinking water to our community is an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of City's Water Supply operation; and

WHEREAS, the public health, safety and comfort of this community greatly depends on the availability of safe drinking water; and

WHEREAS, the ability to supply properly treated water and the ability of the City to effectively operate its Water Supply facilities in full compliance with all applicable rules and regulations, is vitally dependent upon the efforts and skill of the City's Water Supply professionals; and

WHEREAS, the efficiency and the qualified and dedicated personnel who are responsible for the City's Water Supply operation is materially influenced by the people's attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, I, John M. "Jay" Donecker, Mayor of the City of Reidsville, North Carolina, do hereby recognize the outstanding operation and performance of the City's Water Supply staff, for achieving in calendar years 2019 and 2020;

100% Operational Compliance

and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in the provision of safe drinking water to our community and to recognize the contributions which water supply officials make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Reidsville, North Carolina, to be affixed this 9th day of March, 2021.

John M. "Jay" Donecker VMD, MS
Mayor

**MINUTES OF THE SPECIAL MEETING (RETREAT)
OF THE REIDSVILLE CITY COUNCIL
HELD FRIDAY & SATURDAY, JANUARY 29 & 30, 2021
& THURSDAY, FEBRUARY 4, 2021
AT 8:00 A.M. VIRTUALLY VIA ZOOM**

(The Retreat was made available to the public via the City of Reidsville's YouTube Channel and via telephone for those without Internet connection.)

CITY COUNCIL MEMBERS PRESENT:

Mayor John M. "Jay" Donecker
Mayor Pro Tem Harry L. Brown
Councilmember Terresia Scoble
Councilman James K. Festerman
Councilman Donald L. Gorham
Councilman William Hairston
Councilwoman Sherri G. Walker

COUNCIL MEMBERS ABSENT:

NONE

CITY STAFF PRESENT:

Chris Phillips, Interim City Manager
Angela G. Stadler, CMC, City Clerk
Haywood Cloud, Assistant City Manager of
Community Services
David Bracken, Fire Chief
Robert Hassell, Police Chief
Chuck Smith, Public Works Director
Jeff Garstka, Economic Development Director
Rhonda Wheeler, IT Director
Leigh Anne Bassinger, Human Resources Director
Judy Yarbrough, City Marketer
Donna Setliff, Community Development Manager
(second day)

Friday, January 29, 2021 – First Half-Day Session.

Mayor Donecker called the Council Retreat to order virtually via Zoom. He then turned the meeting over to Interim City Manager Chris Phillips.

Introduction

Interim City Manager Phillips reminded everyone that the meeting is being broadcast live on Zoom. He said he would be doing a lot of the talking initially but encouraged Council members to interrupt him as needed for questions. As part of the ground rules, he said if a topic was dragging on, it might be better to put it in the "parking lot" for further discussion later.

Audit Presentation

Interim City Manager Phillips introduced auditor Dan Gougherty with Cherry Bekaert, who reviewed the Audit Wrap-Up with Council and staff. Phillips noted in his introduction of Gougherty that the audit ending June 30, 2020 showed no big surprises.

Gougherty then reviewed the hard copy of the PowerPoint Presentation, which included the Role of the External Auditor; Key Highlights-Results; Internal Controls; Significant Audit Areas; Financial Results; and Summary. (A COPY OF THE AUDIT WRAP-UP IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) He reviewed the General Fund Revenues and Expenses, General Fund-Fund Balance, Water Fund & Sewer Fund Income Statements and Long Term Debt as shown on the slides. The summary page noted that the City had received a good opinion, no journal entries were recorded, good internal controls were shown, no deficiencies were identified and the firm received the full cooperation of the City's Management/Finance Department.

Gougherty concluded by thanking Chris Phillips and his department for all of their work. The audit was done 100% remotely this year because of Chris and his team's ability to download all of the information electronically to them, the auditor said.

Mayor Donecker thanked Gougherty for a nice, tight audit report. Phillips informed Council he had forgotten to include the three-page Management letter, but he will send that out to Council. He talked of the importance of the Unassigned Fund Balance shown at \$6.3 million, which is up \$187,000 over the previous year. He said he will discuss that further a little later in the retreat.

The Mayor asked what is in place to keep from happening here what had happened in Eden a few years ago? Phillips said an audit wouldn't necessarily find instances of fraud or problems with credit card use. Stressing that this had never been reported in Eden, a lot of time in cases of fraud there is evidence of collusion between at least two people. He said he couldn't say that it couldn't happen here, but we have to use the controls that we have in place every day. He said he didn't think there would be a way to alter timesheets here. Employing additional people to look for such fraud might not be worth the instances where fraud is done in a cost benefit analysis, Phillips continued.

Gougherty agreed that collusion is the biggest thing they see when they find fraud, but that is hard to find when two people are conspiring together. He said his firm can look at credit cards every couple of years, doing a data analysis on credit card purchases. Yet he also agreed with Phillips that audits don't go looking for fraud, but if it is found, it would be communicated to the governing board, he said.

Phillips stressed that Council members should feel free to contact the auditors or him if they come up with any questions later.

Financial Synopsis

Phillips reviewed the FY 20-21 Financial Issues memo behind Tab 1, which shows important issues going forward that will impact the 2021-22 budget. He stressed that he didn't want some of these items to hijack the entire retreat and that he feels we are prepared to handle even these large dollar issues. Even this year, with five months to go and deep in a pandemic, Phillips said it appears we are

secure financially. When the pandemic was starting, staff was working on the current year's budget so we were conservative on revenues and expenditures, he continued. Management Team was also fully aware of the uncertainty we were working under at the time. While some of those worst conditions did not happen, and revenues have come in better than expected or budgeted, we will have some challenges next year. Phillips said he is not recommending any tax or utility rate increases. The only fee recommended to go up will be the tipping fee because the County Landfill has told us they will go up \$1 per ton, he said.

Interim City Manager Phillips then went through the Financial Issues overview/memo as follows:
(Italics reflect comments made during the Retreat.)

City of Reidsville Council Retreat **FY 20-21 Financial Issues**

- Human Resources
 - The City's largest, most valuable and most costly asset
 - Must be maintained, nurtured, retained and replaced just like physical assets - *Phillips said that as our most valuable assets, it is better to train and keep these valuable employees rather than be constantly training new employees.*
 - 20-21 Shaping up to be a Human Resources heavy issue year
 - Local Government Employees Retirement System - *The City of Reidsville is a strong benefits employer with a traditional pension that few industries have, Phillips said, which the Mayor has likened in the past to a "social contract". While not making as much money on the front end, employees have benefits on the back end. He discussed the strength of the North Carolina State Retirement System fund, which has not fallen into the problems other states have experienced with their pension funds. At the end of the Great Depression, the State decided it would never get into such a dire situation. Several years ago they decided enough money wasn't coming in and that the contribution rate would need to go up. Employees put 6% of their salary in the retirement system, and the City was putting in between 8-9%. Now the State mandates that the cities put in another 1.2% a year for several years, Phillips explained.*
 - 3rd of 5 years with 1.2% increased contribution rate
 - General Employees from 10.24% to 11.44% - *During the Pandemic, the State intends to add more increases to get the percentage up to 15%, Phillips explained.*
 - Law Enforcement from 10.84% to 12.04% - *The contribution is always a little higher for law enforcement, he noted.*
 - costs approximately \$100,000 a year - *Phillips also stressed that retirees have not received a cost of living increase since around 2006 and are not taking away anything from current employees.*
 - Rate will eventually reach 15% of payroll for plan stability
 - Health Insurance - *Phillips noted that this is an outstanding benefit for our employees.*
 - High claims year
 - Increasing medical expense trend - *Trending towards an 8% increase, he noted.*
 - Double digit increase expected

- 10% increase costs approx. \$220,000 - *Phillips said the NCLM can't give us renewal numbers until March. He discussed how the insurance pool works as well as the impact of large claims, not just in Reidsville but in other cities. He said he doesn't want to change insurance and that he likes we are in a pool with other municipal governments. MedCost is a strong network provider, and we are going into our fourth year with them. He said we don't like to change insurance companies also because it is confusing to employees. We want to stay with the League, but we may have to explore other options, he added.*
- Exploring options - *While we may have to explore other options, Phillips cautioned that we don't want to make any "knee jerk" decisions. He reminded Council members that currently our employees don't pay anything for their insurance, and what they pay for family members is reasonable as well. So far we have not looked at any reduction in benefits or any adjustments to the plan. We might look into offering differing levels of benefits as well, he said, but added that once you take a tool out of the toolbox, there's no going back.*
 - Potential to use a Broker
 - Self-Insurance is not an option

Councilmember Scoble asked if we had a lot of claims or did we have a few high claims? Phillip said it has been different in different years, but he thought this year was a textbook example of a large claim year. The large claim pool for the League may kick in for us this year, he said. Phillips said he didn't want to get too specific, but it was a fewer claims/larger dollars year for the City. Scoble asked how much COVID played a role in this? He said he felt very little, noting it is a factor but not driving the numbers.
- Recruitment/Turnover
 - Continue having issues recruiting for entry level positions - *Phillips discussed the problems the City has had finding entry level workers, especially in Public Works. He talked of the need to explain to these employees how they can progress and position themselves for promotions, which is also true for Police and Fire. We are having trouble recruiting for police officers but that may be due to the times we are living in, with a smaller pool of people going into law enforcement work, he said, while we are also experiencing retirements.*
 - Excellent benefits are not a selling point with lowest level of beginning pay - *Phillips noted that as excellent as our benefits are, they don't feed a family, and sometimes employees just need more pay.*
 - Dissatisfaction comes when job expectations don't meet reality
 - Need clear expectations - *Phillips explained that dissatisfaction comes when job expectations don't meet reality. He said he feels like we do a good job setting expectations but noted the need to help our employees realize possible career paths. He said we are looking at revising or improving that, especially for Police and Public Works, and looking into a supervisor career path.*
 - Need defined progression and career paths
 - Public Works/Police Dept
 - Supervisor levels city-wide

- **Pay** – Phillips informed Council he was recommending an increased minimum wage for entry-level City employees, which would move them from \$10.80 up to \$12.50 per hour. Those employees would then make approximately \$26,000 a year, salary & benefits, or \$1,000 every paycheck, he said. Councilman Festerman asked how many employees would be affected? Phillips replied eight employees, and it would cost the City an additional \$35,000 a year to do that. The Councilman asked about compression issues. Phillips said there are only two other employees, who are currently making between \$12.50-\$13.00 per hour. If we added \$1.75 an hour to all employees, it will easily get into hundreds of thousands at approximately \$3,600 per employee, Phillips continued. We have to consider compression but at this level, we don't think we have that much of a problem, he noted, adding we can't fight everything at the same time. Also, these positions are in a career ladder so we need to get them to focus on how they can individually move up, Phillips said. Mayor Donecker said we really need to do this, saying that \$10.80 is basically at poverty level for a family of four. Councilmember Scoble asked what was the average length of time for turnover at the entry level position? Phillips indicated it has been as short as a week, saying the average is going to be low. Councilwoman Walker asked does this put us in line with cities of the same size? Phillips said he didn't know, but Greensboro has gone to a \$15 minimum. However, Greensboro implemented that in stages and is a larger city with more employees, with this most likely being done through attrition, he said. Human Resources Director Leigh Anne Bassinger said our pay scale is very close to Eden's, whose structure is pretty much the same "penny for penny." In Eden, police officers do get a 5% increase on their one-year anniversary, Bassinger said our turnover last year was about 22% for 194 positions, but it had been a little better this year. She discussed the effects of COVID, how do we keep people here, realizing the value of long-term employees, and the coaching of employees. Phillips said we want Reidsville to be the "employer of choice". He noted that in Public Works, a benefit to some might be that they work four days a week in the summer. Councilman Gorham agreed that benefits are great, but they don't put food on the table. He said he sees a lot of Public Works employees working a second job. He agreed with the Mayor that we should push forward with this. Phillips noted that if the national \$15 minimum wage passes, staff will have more conversations with Council. He said our reasons are selfish, for us it is better to keep employees rather than keep replacing them, but again, we need to show them there is a path forward.

Phillips said it appears Council is in support, adding that he doesn't need action today, but we will hire at the minimum going forward.

Mayor Donecker asked if he will add it to the budget, which Phillips replied in the affirmative. Councilman Festerman asked if this would apply to part-time as well? Phillips said that can be discussed, but he is not sure it will be applied to part-time although we do have some 30-hour part-time/year round people. He noted that hiring someone as a leaf worker is a good way to bring in some entry level people and give them a five-week job interview. He said we finished up the leaf season without anyone making it all the way through. Councilman Festerman asked if lack of pay played a

part in this? Phillips said we were clear with them that these jobs don't require any experience of any kind. He said we will look at part-time but right now, we are going to take care of full-time employees.

- Loss of some experienced employees reportedly to pay – Phillips said we have seen this at the Police Department, Public Works and Fire Department so we want to get back to our three-year review cycle.
- 3-year cycle pay plan review not implemented in 2019-2020 due to COVID-19 concerns (Police Dept) - Phillips noted that we use the Piedmont Triad Regional Council to do this study, doing the sworn Police Department officers one year; Public Works the next and everyone else the third year. He briefly reviewed what factors are considered in the comparisons. The base work had been done for the Police Department but was not completed due to COVID-19. We have that information in hand and would like to implement it July 1st, which will be a great help to our Police Department. It would move all of our sworn officers up two pay grades, Phillips said, recapping what the City of Eden and the County provide. With the newest implementation, our officers will go above the State average and will be the highest in the County, he said, adding that starting pay for a police officer in Reidsville would be \$38,437. He said this would cost the City \$145,000 to provide the increased pay, with benefits. He added that there will be some compression since this is a two-level jump. However, some officers should be further in the process of reaching Police Officer II status. Several of our sergeants will go to the same pay, he continued, noting that there is no way to differentiate. Once this process is started, you can't stop it. He said we can't give every police officer a 10% increase, it is just too expensive so while it will cost \$145,000 to move them all along, it will bunch some of them together.

Phillips pointed out to Council that the cost of items on this first page is \$500,000. He said while this is a large number, he thinks the City can afford it. He said some of these things don't have to happen but some do. Mayor Donecker reiterated that while \$500,000 sounds like a lot, in a \$30 million dollar budget process, this is something we need to do if we truly believe our biggest asset is our employees. Our Police Department has some of the best trained officers in the County, "hands down". He said he appreciated this very in-depth review and we should move on to Public Works for year 2 of the pay study plan.

- Cost of living adjustment (COLA) or merit increases to be considered - Phillips said to be able to reward our top performers, those who are outperforming others, we'd like to consider merit increases. He said we haven't been able to do that, and we don't know if we will be able to do this in the coming years, but we want to look at updating our performance review system. Councilmember Scoble asked what is the cost of living increase right now? Phillips said he had not looked it up right now but the cost of living had decreased last year. He said we will look at it when considering the budget. The cost of living is different, depending on the source and the commodities they evaluate, the Mayor noted.

- Employee review process to be revised
- Following a 10-minute break which ended around 9:30 a.m., Economic Development Director Jeff Garstka noted that \$12.50 is starting pay for many of our industries.

The Social Security Administration is doing a 1.3% COLA, which might be something we can use to go by. Councilmember Scoble said she can't get new employees to start at \$12.50 at her business, adding they don't show up for interviews and/or jobs.

Return to Minimum Wage Discussion.

Councilman Gorham asked if we can start offering the \$12.50 starting pay now? Phillips indicated that could be done, adding that the costs would be split in half for the rest of this budget year. Due to turnover, we have definitely saved that much, he said. The Mayor said this is a fantastic idea and asked if action was needed? Phillips said we don't need action, it can be handled internally as long as staff has the consensus and support of Council. He said it could start the next pay cycle. Mayor Donecker thanked Councilman Gorham for bringing this up. Councilman Gorham said he thinks it will help. Several Council members agreed.

Discussion then turned to the second page of the Financial Issues tab.

- *NCDOT Freeway Drive widening project - Phillips discussed in detail the Freeway Drive widening project, which includes a bit of bad news but not totally unexpected. Freeway was widened sometime back, and the project took longer than expected, adding that at least one citizen came and spoke a number of times about the delays, etc. Now, it is done and looks nice and does what it was supposed to do, move traffic. The project was approved by the State, and the City was involved in that our utilities (water and sewer) were located in the right of way of Freeway Drive and would need to be moved. Then-Manager Pearce met with NCDOT and asked what if we can't afford your project? He was told once you put your utilities in our right of way, you move them when we say, Phillips said. The original cost of the project was estimated at \$2.7 million, which was part of a bond issue back in 2013. The City was to pay in installments of \$900,000 each with the first one done in February of 2014 and the second in February of 2015. The third installment was to be made when the project was complete, but Phillips stated that even after construction was done, the project wasn't necessarily complete. The actual completion date was in 2019, he noted, but from time to time, the third payment was discussed, and we were told \$900,000 should be about right. We had even been told that the City had suffered, been beaten up about the delays so that they might not even bill us for the last \$900,000. We thought that was a little aggressive but fast forward to November 2020 when the bill finally came in at \$1.5 million more than the original \$900,000 estimate, Phillips continued. That was a significant "settle up" amount, 50% more than expected. He said he first talked to the City Manager. NCDOT had given us a detailed bill with quantities listed and the price of quantities so Phillips said he first looked to see where the difference was coming from. Several prices had increased and some of the quantities were very different. In discussing with NCDOT, they said they had messed up and the quantities were wrong, marking off \$540,000 which dropped the bill to \$3.7 million, still a million more than the original estimate, he said. That is where we currently are with the amount, Phillips explained. We were under the impression we would pay 75% of the costs with NCDOT paying 25%, but we are at 100%. In looking at the original contract, he said two of the three attachments are missing. We only have Attachment B but do not have Attachment A or C, Phillips said. He said he has asked NCDOT for copies of those attachments and three months later, we have still not received them. At 75%, we would owe*

about \$2.7 million, he stressed, and even if the project came in \$91,000 more, Phillips said he felt that was a reasonable settle up amount. The Mayor has offered to work at his peer level, which would be the Secretary of NCDOT, so we may get there but right now, there is a 50/50 chance we will have to pay the State \$1.9 million, a million more than expected, he stated. Phillips said we have the money, which was left over from the 2013 Bond issue but this would put some other projects further back. He cited as examples some grant applications, which require matching funds by the City, and some capital projects. Again, he said we do have the money, but we wanted to make the situation as clear as we could.

Mayor Donecker said where he would like to become involved would be to get a complete copy of the contract, including the missing attachments, before we push too hard. Phillips said he has been trying to get the original agreement, and we do not have a complete copy, but NCDOT doesn't appear to be willing to share. Mayor Pro Tem Brown asked if there was a performance bond attached to the contract itself? Phillips said that is one of the arguments we could put into it. He added that the original NCDOT engineer has retired and wasn't here when this final bill came in. NCDOT has been under the microscope, having had some financial issues themselves, he noted. Phillips said we need to work through it.

Councilmember Scoble asked what position are we in until we get that additional information? Phillips said we don't know why we don't have all of the attachments with the signed contract. The Mayor asked Phillips to keep trying until the end of February, then he will start "shaking the tree." Councilwoman Walker said she wants every stone overturned until we get to that bottom line and get this as low as possible. Phillips stressed that he has talked with the NCDOT Billing Clerk and the project contact, and they continue to work on it. Councilman Gorham said he doesn't think this is on our end but on their end. Phillips said there is some confusion, but again, we have to work through it. Councilman Festerman said we still don't know who promised us it (the final payment) would not exceed \$900,000? Phillips said that Mike Mills, the retired NCDOT engineer who had always been great to work with, told us that without looking at any detailed info. Councilman Festerman agreed that Mills was highly respected and felt the State should honor that. He suggested the Mayor start with Mike Fox and reach out to his office. The Mayor indicated he would draft a letter requesting a phone call appointment. Phillips said he will make a report to Council when this issue is resolved.

- Original estimate was \$2,700,000 to be paid in 3 installments
 - 2013 Bond issue included funds for this project
 - City made first and second payments of \$900,000 in February 2014 and February 2015
 - The 3rd payment was to be made at project completion and was to be adjusted up or down based on actual cost
 - The City was assured that \$900,000 was a reasonable estimate for the third payment throughout the extended project
 - Previous NCDOT Division Engineer stated the City would not have to pay more than the \$900,000 final payment as a result of the construction difficulties
- On November 29, 2020 the third bill was received:
 - The total City share was reported at \$4,262,291.70

- This is \$1,562,291.70 more than the original estimate
 - After discussing the bill with DOT, a revised final was presented of \$3,721,476.85; a reduction of \$540,814.85 but still \$1,021,476.85 in excess of the original estimate
 - The final payment on the revised total would be \$1,921,476.85 which is \$1,021,476.85 more than expected
- The original contract appeared to be based on 75% of total costs
 - Staff was under this impression during the project
 - This discount has not been applied
 - If it was the total would drop to \$2,791,107.64, just \$91,107.64 over the original budget
- City has been discussing with NCDOT, requesting more information and researching the matter.
- Potential Options:
 - Full Payment – Use of remaining revenue bond funds to pay the additional amount up to \$1,021,476.85
 - This will delay other projects, such as ASADRA grant/loan headworks and/or second water supply line/feed
- Revenue Impacts of Governor’s Executive Order to defer utility payments
 - Utility payments were deferred for 3 months
 - A payback period of 6 months after the deferral period was included in the order
 - Letters were sent to customers explaining the 6 month payback plan
 - Disconnects were not allowed within the 6 month period if payments were missed (currently month bills had to be paid – but tracking was difficult)
 - As of January 29th, delinquent customers can be disconnected
 - Plan a letter giving these customers 4 months to pay (Jan to April) but will cut off service for missed payments
 - Full impact will not be known until June at the earliest

Phillips reminded Council members that the Governor’s action was a deferral, and also gave citizens six months to make their back payments. The payback period ended today, January 29, he said, meaning the City couldn’t disconnect water customers. He said the City sent letters telling citizens how to get caught up on their payments. He talked of the City’s continuing efforts to work with our customers but added that sometimes, we have to disconnect residents before they will initiate contact with the City about implementing a payment schedule. Phillips stated the Finance Department is planning to do an additional letter to those 500 customers that are still behind on their payments due to the deferral. Out of 4,000-4,500 customers, this is a manageable amount, he continued, but those customers owe the City in total approximately \$189,000. This averages out to be about \$380 per customer, including their current bill. If the customer pays something, it goes to the oldest bill, which can be a nightmare to figure out, he added. If 500 customers owe the City an additional \$380 each, and we give them four extra months to pay, we probably can’t expect more than an additional \$100 a month to put towards the amount owed, Phillips continued. Even if someone owes \$800 a month, we won’t ask for more than \$100 extra per month, he said, and they will work with customers until the total is paid off.

If we have to cut them off to get them to contact us, he said, we won't charge them the \$40 cut-off fee. He gave an example. He said Council may hear from some of these customers, but we will continue to work with them the best that we can. He said he is glad the number is not as large as he first feared, and he stressed that we are trying to be as fair as we can. He said the letters will go out next week. In response to a question from Councilmember Scoble, Phillips said the deferral did not apply to business customers, but he said we work with our business customers as well and so far, it hasn't been an issue. Councilmember Scoble asked how staff wants Council to respond to citizens? Phillips reviewed the policy, adding that we are trying to be fair to everyone and will work with people as long as they work with us. He stressed that this isn't something we have done in the past, but we don't want to set people up to fail. He added that there are still some services out there that might be able to help, and people can call 211 to see if they are eligible for assistance. Some local services can help, including Social Services, etc. He said the outgoing letter will include a flyer about 211 and other possible services.

- Fund Balance Appropriation in FY 20-21 Budget (General Fund and Parks & Recreation)
 - Appropriated \$71,700 for capital items:
 - \$21,700 for Upgrade IT Department Exchange Server.
 - \$50,000 for Signal Light Replacement at Vance & Lindsey Street Intersection. - *Phillips noted the need to stay on top of such replacements because they are not cheap. He said he wants to make sure we don't get surprised and that we don't want to have a lot of stoplights that need to be replaced at one time.*
 - The following adjustments have been recorded during the fiscal year to date:
 - \$100,000 for Economic Development Project Top Shelf – Grading
 - Carry-over funds from FY 19-20 to FY 20-21 totaled \$1,161,233. *He said this is basically the same process every year, adding that the carryover is reserved as an encumbrance of fund balance.*

- Net Asset Appropriation in FY 19-20 Budget (Enterprise Fund)
 - Appropriated \$0
 - The following adjustment has been recorded during the fiscal year to date:
 - \$75,000 for WWTP Consulting fees - *These fees were related to 1,4 dioxane, Phillips reported.*
 - Carry-over funds from FY 19-20 to FY 20-21 totaled \$1,954,102. - *He said this amount includes a \$900,000 payment for Freeway Drive.*

- Enterprise Fund – Operating Philosophy - *Phillips discussed the Industry standard 1.2 ratio the City should attempt to achieve so that allows for a 20% margin to reinvest. However, the best we can probably do is 1.09%, adding that if we were to have a rate increase, we would want to reach 1.09% in the first year and then would expect to see it fall to 1.04 or 1.05%. He noted that a lot of things happen that we can't control, such as the pandemic and that we lost about \$400,000 in revenues because of some industries that shut down during the pandemic. He said we have been able to absorb those losses in our Water & Sewer Funds but that is money we will never make back. The companies lost production, and we lost revenue because of it as well. He stressed that he is not recommending any rate increase but noted*

that the increase that was done last year created an operating margin that helped take us through this year.

- Heavily discussed at previous retreats to maintain City's Financial & Operational responsibilities with rate increases considered no more than every other Fiscal Year.
 - Does not apply to emergency situations and loss of heavy utility customers and resulting financing operating effect.
 - Reference – Enterprise Fund Synopsis Utility Usage Report
- Not exploring utility rate increase this FY.
- Sanitation – Tipping Fee - *Phillips noted that this is done as a General Fund Department where the tax base is the major funding source for sanitation. The other way to handle it would be as an Enterprise Fund. It is probably “half and half” among cities whether they do as a fund or with the tax rate. He said it is hard to go from one way to the other. The City decided to do it as a tax because it used to be that people could deduct that charge as a taxpayer, he noted. Reidsville has a lot of property owners, he stated, and we charge a tipping fee, which is supposed to pay for the cost of putting garbage in the landfill. We pass along that cost to our customers, he said, while the cost of vehicles, etc., is absorbed through our tax rate. If you take out the sanitation tax, it brings the City's tax rate pretty close, within a couple of cents, to Eden's tax rate, Phillips continued. He said we have been made aware that the County is going to go up to \$37.00 a ton from \$36.00 a ton. For us, this is an additional \$10,000 annually. He added that we are seeing additional tonnage going to the landfill even with recycling being done. He detailed the proposed increase in fees, stating this would bring in an additional \$30,000 to offset the cost of trips to the landfill. He gave Council members a short history lesson on the City's sanitation charge. Phillips said he thinks we need to do this small increase to make sure the increased tipping fee doesn't become a budget burden on the Sanitation Department.*
 - Rockingham County proposing a \$1/ton increase from \$36 to \$37 (2.8%)
 - The volume collected has also increased since the last rate analysis.
 - An 8% increase would be sufficient to cover the expected costs from both
 - Residential fees would increase by \$.47 a month from \$5.85 to \$6.32
 - Commercial fees (once a week pickup) would increase by \$1.47 a month from \$18.43 to \$19.90
- 2020 General Assembly Session
 - No State budget approved. Operating via funding bills somewhat similar to the Federal Government.
 - NCDOT has major revenue shortfalls.
 - COVID-19 impacts on State revenues are not fully understood yet (same for local governments).
 - Newly elected NCGA members take office for the 2021 Session.
 - Other unknown items forthcoming?
- City Fleet - *Phillips said that the City Fleet, behind our employees, is Reidsville's largest asset so we have to stay on top of it and maintain it when necessary. He noted the use of debt, hopefully wisely, to replace large fleet items. He said our guys do a good job of keeping the vehicles on the road for as long as possible. He added that interest rates are low, especially*

now. The Fire Department just bought a new fire truck. One fire truck was already under debt, and the new truck was bought without debt through land sales, Phillips explained. The Fire Department has a 1990 engine that needs to be replaced so the plan is to get two loans going (instead of the current one only) to purchase the new fire truck either with debt or with debt and a hefty down payment, he said. Public Works has a lot of big, expensive equipment. Cars make up the Police Department fleet, he noted, and we have been able in recent years to get rid of the worst cars. Phillips said the department didn't buy any cars last year and has been reducing the number of vehicles as well. He said this could be a place for debt, spread over a three-year debt payment, and it would be part of the budget process to figure out what needs to be done.

- Requires continued maintenance and replacements
- Debt used as necessary due to budgetary constraints and favorable interest rate environment
- Fire Department
 - Need for second apparatus debt service to adequately replace fleet and prevent multiple apparatus from requiring replacement in same fiscal year.
 - A Fire Engine was purchased in 2019 without debt service that will help alleviate this second apparatus debt service for a few years.
 - Replaced 1990 Engine
 - Will need to consider the eventual replacement of the other 1990 Engine either via debt service or identification of other revenue to purchase without debt service in a few years.
 - See attached fleet spreadsheet
- Public Works Department
 - Will probably utilize debt service scheduled for completion in current FY to purchase garbage truck with this renewed/increased debt service.
 - See attached fleet spreadsheet
- Police Department
 - Delayed purchase of any vehicle replacements for current FY as a result of COVID-19 revenue impacts.
 - See attached fleet spreadsheet (END OF MEMO)

Police Separation Internal Fund Plan of Action

He briefly discussed his memo behind Tab 2 regarding the Police Separation Internal Fund Plan of Action. (A COPY OF PHILLIPS' MEMO DATED AUGUST 1, 2020 BEHIND TAB #2 IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) - Phillips noted to Council that this is State-mandated. He asked everyone to turn to page 2 of the memo where the graphs there explain better what he is saying. The line grows but is somewhat of a "roller coaster", he stated. The City has put money in reserves, but operations really are "pay as you go", he said, and has dipped into it some years and added in others. He said we have been in a decline but there will be a peak in years 2027-28 when we see a lot of retirements. If we fund at the current rate, we will eat up our reserves, he said, as he referenced the graph on page 3 of the memo. He recommended adding an additional \$31,000 for the Police Separation Allowance beginning with the 2021-2022 fiscal year, which will bring us up to \$229,800. When payments go back down in 2030, we will be right back where we started, he noted, and the reserve won't reflect the ups and downs. Our budget will be flat and the reserve will grow, etc. He said an officer gets paid until they are 62

years of age. He said we are seeing a wave of retirements getting ready to hit. So if we go ahead and incorporate that into the budget, at the end of 10 years, we will be at the same point, and the budget will be level, Phillips noted.

The information behind Tabs 3 & 4, NCLM League LINC 2019 General Assembly End of Session Bulletin and Fleet Overview were for reference only unless Council had questions, Phillips explained. No questions were offered.

Debt Service Schedule (Tab 5)

Phillips discussed the debt service schedule briefly because he said he wanted to make sure Council understood our debt situation. The top section is the General Fund with the largest debt being the RCARE facility. He reminded Council members that the City received a 40-year loan from USDA for RCARE's construction, which ends 2046. He said this is a great facility and that we still owe \$4.8 million. He also discussed the debt associated with the Lake Reidsville sewer improvements, which are going well and should be close to being done. He said we fixed a long-term problem with a long-term solution. The campground will be on City sewer and while this project was expensive and took a while to get done, we are getting ready to finish the project. He said camping fees will pay for what he described as a good project. The last item under the General Fund should be a salt barn, he noted. Phillips then talked about the water plant & sewer plant improvements, noting that we borrowed \$33 million via revenue bonds and State loans and currently owe \$20 million. He said those bonds are getting ready to be halfway through their 20-year life. Mayor Donecker commented that we are well below the 10% mark in terms of debt related to total budget. Phillips agreed, adding that is even more so in the General Fund. He said he doesn't see anything on the horizon that will add more debt to the General Fund unless the incoming City Manager sees something. He said we are in a good position and, if we needed to borrow additional money for some reason, we would be able to do it. Councilman Festerman asked if the pledges have been paid for the RCARE project? Phillips said he thinks about all of those pledges have been finished although he believes BB&T has one more \$4,000 installment to pay. He said he thinks everyone has made their commitments. Councilman Festerman said he thought some had been slower than others. Phillips said we have worked with them.

Top Taxpayers (Tab 6):

In reviewing the list of top taxpayers, Phillips noted that Commonwealth Brands remains #1 but the percentage of taxes paid has dropped. At one time, the company was 8% of our tax base but is at approximately 4% on this list. Efforts have been made to recruit a business that would use the existing equipment, he stated, adding that the tax value is in the equipment, not the building itself. It would be a loss of \$354,000 annually in taxes if we were to lose them completely, Phillips said, but we are pleased to tell you we think we could absorb the loss. He said that is a good position to be in. He complimented Council on not having a "knee jerk" reaction and deciding to stop doing things. Henniges Automotive is number #2 but he pointed out that Woodland Heights, an apartment complex off Lawndale, is the City's third largest taxpayer. Woodland Heights was built by a local, homegrown guy who has chosen to reinvest in Reidsville, and is probably glad he has, Phillips said, noting Woodland might be #2 next year. He continued down the list. Phillips mentioned that Banc of America Leasing is spread out among various buildings/industries and involves equipment. He also noted that Sanritsu made the top 20 list for the first time at #16.

Total Assessed Value (Tab 7)

Phillips stated that this graph shows the City seeing steady growth although 2018 did drop backward a little. 2020 was a re-valuation year, he noted, and reflects that Reidsville was a growing part of Rockingham County.

Fund Balance/Net (Assets) Position Overview (Tab 8) –Reference Only

Phillips noted that this graph shows the City's Fund Balance over the years.

Mid-Year 19-20 Financial Report (Tab 9)

Phillips briefly touched on the Mid-Year 2020-2021 Review. As shown in the Executive Summary, there were no surprises, and if there are, they are on the "good" side, he said. (A COPY OF THE MID-YEAR REPORT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) Revenues are coming in better than expected. Taxes are the last piece coming in, and we received the December numbers after this report was prepared, he explained. Taxes are coming in, he said, adding that we felt the sales tax was vulnerable but that has done really well. We had heard back in March that we might expect to see sales tax revenues decreased by 40%, Phillips continued, but revenues are coming in from online purchases, collecting from the Amazons of the world, even with decreases in in-store sales, people are buying things online and having them delivered. He said we are actually up in sales tax revenues. He added that we didn't cut our budget too much, but rather, cut the growth factor and held it flat; however, the growth is still there. He said we didn't expect that interest rates would stay so low for so long, and while we are trying to capture some yield, we probably won't be able to capture what was budgeted, but that other factors should help offset that. He noted that the City froze several employee openings at the beginning of the year, which helped.

Mayor Donecker talked of the need to improve the IT capability for our boards and commissions, which he suggested could come out of the excess in the Council's budget. Phillips said those numbers could be a little deceiving, adding that there is still \$180,000 in there for a capital item. The Interim City Manager said we have learned a lot about Zoom and the ability to broadcast live, and with the lessons learned, we should be able to apply them going forward. He said we may need to upgrade the Council chambers for technology. The Mayor said the City's boards and commissions need to be more active and that we can't not have them meeting. He said there will be an erosion of trust in our government if that goes down. He said we need to have them meet appropriately so that engagement with our citizens goes forward and put monies toward that. Phillips said he and the IT Director and City Clerk have discussed updating the Council Chambers technologically. The Mayor talked of the need for virtual interaction with the boards and commissions and a way to have outdoor activities with the commissions. Phillips said staff will look into that.

Councilman Festerman, noting the Penn House is way under budget, asked if that is because it is not being used? He also asked if Judy Yarbrough's salary is included in that \$135,000? Phillips said no, Judy's salary comes out of the Marketing budget. He said those savings are due to not needing part-time Penn House employees due to the pandemic. However, we do have weddings planned and booked. Phillips also referenced salary savings at the Teen Center for part-time personnel. While we have a lot of savings at the Teen Center right now, he said he and Haywood Cloud Jr. have had conversations about what is needed at the center or what could help position us well for a

continuing pandemic, etc. Councilman Gorham said it would help increase interest in the facility if it could be updated some.

Phillips reiterated that the year is looking good, helped by receiving the CARES Act monies, which paid for the frontline public safety positions. He noted that Reidsville, like the County and other municipalities, used the CARES monies for payroll, which freed up those funds for other purposes. Phillips said he will keep Council updated on plans for those freed up monies. As staff puts in budget requests, we may be able to knock a few of those purchases out this year, he added.

Enterprise Fund Capital Reserve Excess Annual Revenue Policy – FY 19-20 End of Year (Tab 10)

Phillips briefly reviewed the following policy and memo:

Enterprise Fund Capital Reserve Excess Annual Revenue Proposed Policy

- Current Policy
 - Established at the 2017 Annual Retreat
 - Reference attached Assistant City Manager/Finance Director memo (updated June 30, 2020 numbers for 2021 retreat).
 - Memo explains capital reserve calculations based on current year activity
 - Funds may be designated for specific needs or allocated to a Capital Reserve Fund to be used for future projects.
 - Any use of funds would require a budget ordinance amendment approved by the City Council
 - Amount available is directly influenced by water sales to Greensboro:
 - Greensboro contract requires a minimum purchase of 1 million gallons a day
 - Greensboro typically buys more water for various reasons including plant maintenance in their northern service area
 - Sales are of treated water; excess sales have excess direct costs as well but less overhead
- FY 19-20 End-of-Year Recommendation
 - AS shown on the memo, budgetary-basis surplus of \$356,000 was recorded and net unrestricted position increased by \$210,350.
 - In light of COVID-19 uncertainty, no specific use of these funds is being recommended at this time
 - WWTP Headworks Project
 - \$500,000 has been appropriated to the WWTP Headworks Capital Project Ordinance
 - \$4 million project
 - Have applied for 75% grant with a 25% (\$1 million) match
 - Expect a grant announcement mid to late February
 - If grant is not received, City staff will assess and prepare alternative plans (END OF POLICY)

MEMORANDUM – ENTERPRISE FUND CAPITAL RESERVE

To: Preston Mitchell, City Manager

From: Chris Phillips, Asst. City Manager / Finance Director

The Water and Sewer Funds of the City comprise the Combined Enterprise Fund. The City publishes financial statements annually in a Comprehensive Annual Financial Report (CAFR). A key number in that report is the Unrestricted Net Position of the Combined Enterprise Fund. This figure and some other key ratios should be considered when recommending how much is eligible to be spent – a suggested capital reserve.

Enterprise funds should be treated like a traditional for-profit business in that they should be self-sufficient. The City does not desire to create profits because the system is owned by the public; however, reserves need to be built and maintained to keep the “business” in good order and financially sound. As has been discussed with the City Council in the past when considering rates, an operating ratio of 1.2 is an industry recommendation to provide the ability to borrow and to build reserves; but, once those reserves exist, they still need to be further analyzed.

Key Ratios

- Quick Ratio – An indication of the system’s ability to pay current bills – liquidity. A widely accepted minimum is 2 to 1. (\$2 cash for each \$1 in current bills.)
- Days Sales in Receivables – How quickly are payments being collected – a possible indicator of efficiency and accuracy.
- Days Cash on Hand – An indication of cash adequacy for working capital, the ability to survive an economic downturn and/or to take advantage of strategic opportunities.
- Debt to Equity – An indication of stability/risk due to borrowing.
- Debt per Capita – Another indicator of debt levels.

In addition to these ratios, an industry rule of thumb is to have a baseline reserve that is equivalent to at least 50% of the system’s gross revenue. Reserves in excess of a goal baseline are considered eligible funds. For the City, the excess funds are eligible as a capital reserve.

The Local Government Commission (LGC) and the State Treasurer’s office publish statistical analysis of enterprise systems annually. The report is presented by peer groups. The City is a part of the group with a population between 10,000 to 49,999 that does not operate an electric system. Below is a comparison of the City’s key ratios compared to the peer group. These calculations were generated using 6/30/2017 numbers for the peer group, the most current published by the LGC, and 6/30/2020 numbers for the City with 6/30/19 City numbers included for comparison.

Key Ratio	6/30/2017* Peer Group	6/30/2020 Reidsville	6/30/2019 Reidsville
Operating Margin	10.85%	7.25%	12.41%
Operating Ratio	1.12	1.08	1.14
Quick Ratio	5.8	5.5	5.7
Days Sales in Receivables	58	52	45
Days Cash on Hand	649	311	383
Debt to Equity	37%	52%	52%
Debt Per Capita	\$961	\$1,550	\$1,504

*Operating Margin and Operating Ratio for the Peer Group have been updated with 6/30/19 information found on the NC Water and Wastewater Dashboard.

This comparison shows that the City's operating margin and operating ratio are behind the peer group. The City also has a less cash than the peer group and more debt. This is not surprising, given that the plant improvements have just been completed and the debt is near its peak. The debt has 20-year payback while the assets generated or improved have 40+ year life expectancies. The need to have/hold cash is further explained by the needs of the system. (END OF MEMO)

Phillips stressed that the City's philosophy is to spend what is earned in a particular fiscal year, that it is not the City's business to build up reserves because this is our citizens' contribution to us. They entrust us to use it wisely or as needed, he said. Council has been willing to use excess funds as capital reserves if needed. Phillips noted that Reidsville is lower than our peer group in terms of fund balance reserves. Some have fund balances as high as 150%, but in Reidsville, we don't see a reason to build fund balance but only to keep a healthy balance. He said the memo explains the reasoning for the policy. This year we have a surplus of \$356,000-plus, which has not been allocated due to the uncertainty of the COVID situation. Of the current excess in the Enterprise Fund, \$500,000 has been allocated toward the Wastewater Treatment Plant Headworks Project, which overall is a \$4 million project.

General Fund Capital Reserve Excess Annual Revenue Policy - FY 19-20 End of Year (Tab 11)

Phillips briefly reviewed the following policy proposal:

Consideration of General Fund Capital Reserve Excess Annual Revenue – FY 19-20 End of Year Proposal

- History
 - City Council has expressed desire to use excess funds to provide for needed items including capital and quality of life amenities
 - Unassigned Fund Balance is what is "left" after adjusting for other categories:
 - Non Spendable – Inventories and prepaids
 - Restricted – by outside sources: public safety, streets (Powell Bill) and USDA requirements (one year's debt service)
 - Stabilization by State Statute – takes accounts receivables into consideration and encumbrances which includes General Fund Carryover items for the next fiscal year

- Committed – City Council Committed items for specific projects
 - Assigned – Other uses including subsequent year’s appropriations in the already adopted budget
- FY 19-20 End of Year Recommendation
 - Increase in Unassigned Fund Balance = \$187,240
 - Due to uncertainty related to COVID, no use of these funds is recommended at this time
- Potential Uses:
 - Comprehensive Plan Update
 - Required by NCGA action (Comm. Dev. Synopsis)
 - Estimated Cost up to \$75,000
 - Downtown (Special Projects Section):
 - Phase 2 of Downtown Tree Replacement Project
 - \$7,000
 - Downtown Electric
 - Estimated cost at \$150,000 (END OF POLICY)

Phillips explained that this information is similar in the General Fund. He reiterated that the monies are earned and then we see what projects can be done with it. He discussed briefly about restricted items being taken out and gave examples of outside restrictions, including stabilization by State Statute.

Phillips said due to the uncertainty of the COVID-19 situation, staff is currently not recommending use of the \$187,240 in unassigned fund balance. However, possible items could be using \$75,000 for a comprehensive plan or \$150,000 towards some work downtown. Both of these will be discussed tomorrow as part of the special projects discussion, he noted. These will be very open-ended discussions, some of which the former City Manager was working on before he left us, Phillips said.

The Interim City Manager noted that North Carolina General Statutes have changed, and we will be forced to do a land use plan every five years. A land use plan is half the cost of a comprehensive plan, he noted, but that will need to be updated as well. We have been talking to the Piedmont Triad Council of Governments about doing that for us, but we’d like to get to the front of the line, Phillips said. It would be good for the new City Manager to have that in the works when he/she comes in, he added.

Councilman Festerman asked about the undesignated fund balance and questioned whether it has ever been up to \$6 million. Phillips said he knew it had been around \$5.5 million but he was not sure what was the highest it had ever been. It is a healthy fund balance, he said, adding that’s something Council needs to think about when we use the money.

A 10-minute break was taken, ending at approximately 11:15 a.m.

Mayor Donecker noted that the State Auditor had expressed concerns that some communities in the State are not taking fiduciary responsibility once elected. Phillips indicated he likes “living in the middle” among the peer group in terms of the amount of unassigned fund balance.

Council and staff then turned to economic development.

Economic Development Synopsis

Jeff Garstka, Economic Development Director, then reviewed the Economic Development Overview found behind Tab 12. That overview follows:

Economic Development Overview

As the world faced a global pandemic of COVID-19 for much of 2020, the office of economic development adapted its role to suit the needs of our existing businesses. At the onset of the situation in March, the ED office fielded numerous calls from local industries who wanted more information about SBA Loans, PPP Loans, being an “essential” employer and other resource-driven opportunities to help sustain their operations. The role of the ED Director, in partnership with the Chamber of Commerce quickly became “information broker” as real-time information from the state and federal governments was distributed to our industries.

Despite the pandemic, however, industrial recruitment and local expansion opportunities continued to flourish. A number of new projects came from direct leads as well as leads from Rockingham County and the EDPNC. As was the case in recent years, several of these inquiries were short-lived as most companies preferred to lease/purchase existing buildings which continues to be the Achilles’ heel for Reidsville and the County as a whole.

Industrial, Commercial and Residential Projects

- Individual data provided by Donna Setliff and Jeff Garstka via permit and inspection research in subsequent tab
- Slightly less activity compared to 2019 due in large part to the pandemic as well as a major federal and state election cycle (typical).
- 27 direct leads from EDPNC, one more than in 2019
- Hosted one virtual Reidsville Industrial Alliance meeting
- New announcements and project updates:
 - Farmina Pet Foods announces new facility at Reidsville Industrial Park; 129 jobs averaging \$47,000 per year wages and \$28.5 million in new facility and equipment
 - Pella Windows currently at 230 employees, nearly double their initial project announcement of 125 jobs; added a third shift two years ahead of schedule
 - Albaad Fem business sold to Ontex who is building on the western side of the county; Albaad continues to contract manufacture for Ontex for approximately 18-24 months during construction
 - Albaad plans 60,000 sf addition to their industrial park facility and adds several new manufacturing lines – each requiring 50-100 new jobs to operate
 - Dorada Foods upgrades much of its equipment, investing millions into the facility
 - UNIFI leased former Reidsville Grocery site on Freeway Drive for storage

Downtown (more detailed report in separate tab)

- New businesses versus closed businesses remained about net zero gain/loss
- Reidsville Showcase at Rockingham Theater announced

- Project D.R.E.A.M. initiatives include mural on Dav Gerells' building by Ruby Blanco and Abstract Alley by high school students
- Successful Casino Night, drive-through Halloween at Jaycee Park (supported by RDC), Polar Express drive-in movie at City Hall parking lot, virtual tree lighting, window decorating contest, scavenger hunt and story walk
- Three renovation grants approved

Economic Development Incentives

- Pro-Forma of previous and current/future years of incentive payments to industry in separate tab
 - Incentives paid to Sanritsu and Albaad began in 2019-20 at amounts less than budgeted

Workforce

- Refer to separate tab for local and regional workforce data
- Manual Machining Academy at RHS officially opened with students in person and virtual
- Hosted two job fairs for Albaad and one for Henniges Automotive
- Rapid response to local industry inquiries revolved around COVID-19

Marketing

- Continued Team Reidsville/Rise Up Reidsville campaign with Small Town Soul
- Renewed three-year contract with Retail Strategies in July 2019
- Began weekly radio show with Mike Moore podcast featuring different city department heads
- Began monthly Rock It In Reidsville TV show with STAR News with features on downtown, theater, parks & rec and industry tour

2021 Initiatives

- Continued response to COVID-19 issues and opportunities
- Assess available buildings and sites and re-visit spec building conversations with developers
- Major focus on downtown and the new Depot District with development plan due in Q2 2021
- Work with County to conduct virtual existing industry visits (END OF MEMO)

Garstka reviewed the Economic Development overview, especially pointing out the Farmina and Pella projects and Albaad's 60,000-square-foot expansion at the Industrial Park. He talked about working with downtown businesses and others in the COVID-19 environment. A lot of time was spent the last 9-11 months answering calls and helping out with loans and grant information, etc., trying to get information into the hands of those who needed it, he said. Tri-State Steel was included in the first round of COVID-19 relief funding, he noted. Staff has done a great job and will continue to work in this environment. In terms of industrial inquiries, we received one more lead from the EDPNC than the previous year (2019). He said we still need to assess our real estate inventory, including sites and buildings. Farmina took a big chunk of the real estate in the Industrial Park, he pointed out, and we lack a lot of existing industrial buildings. He discussed efforts with the Depot District, which will be a big focus going forward, with a virtual public meeting planned via Zoom on Feb. 4, 2021. He said he will continue to work with the County on virtual industry visits, adding it is critical to stay up on them.

Growth Indicators (Tab 13) – *Garstka briefly reviewed a few highlights of the growth indicator data that Community Development Manager Donna Setliff provides annually. He referenced 47 permits showing that residential building is very strong, coming in at more than the approximately two previous years combined. The value of residential zoning permits came in at approximately \$3.8 million, he said, stressing these are nice homes, not small homes anymore. He said the commercial*

investment showed good numbers as well and will go up as the expansion at Albaad and others continue. He pointed to the industrial numbers, including graphs and charts showing trends within the last couple of years. Setliff said she just wanted to mention that last year the City's commercial investment was \$3 million and this year it is \$11 million. Garstka said commercial growth was one of the best in the City since he's been here even in one of the worst years the world has had. He said we were fortunate to have some companies growing and it is also a testimony to the staff. Harbor Freight is open, and Garstka stressed that Setliff and her team did an unbelievable job when Harbor Freight wanted to go through the zoning and permitting process very fast. Staff was very responsive and the company let us know along the way how responsive we were, he said, and that project was able to get up and running at or before their projected time.

Councilmember Scoble asked about the Reidsville Property Holdings project off Swallow Road and what that was going to be. Garstka explained it is an assisted living project, which he described as a big, big investment. Councilman Festerman asked about a property listed on page 2 that mentioned VFW Road, which he thought was outside the City. Setliff explained that this report includes all inspections and permitting done by her staff, including those in the City's ETJ area like the one on VFW Road. Councilman Festerman also encouraged Council members to go down to the Creekside Development, adding that there are some interesting things going on there. He also stated that when staff was discussing industrial development, that he wanted to mention he had read an article in the Triad Business Journal, that said our industrial park was almost full or completed, which he said he didn't think was a factual statement. Garstka noted he and the Interim City Manager had discussed the article, which he described as a bit of an inaccurate portrayal. He said he thought it was the writer's intent to say it was a good thing that the City has seen so much activity, but it indicated we are almost out of land, but we are not. He said the park does have 2-4 viable sites left, and it is not unrealistic to think that within the next 2-3 years we would be at that stage. Garstka said he would clarify that with the reporter. Councilman Festerman asked Garstka to clarify that while also expressing concerns about where the reporter got that information. Garstka agreed. He said he would look back at the master plan and email Council how much acreage is still available in the park. Councilman Festerman said he feels that there is still a premiere site available there. Mayor Donecker also discussed sharing how we have conversations with the Wheeler Road property owner that provides a lot of potential sites down to the railroad tracks. While the City doesn't own this property, we do continue to market it, Garstka said.

Labor Force Data (Tab 14) – Reference Only – Garstka briefly reviewed demographics, including some labor force data. He noted that unemployment is just below 7% according to the November 2020 numbers, which is lower than in the second quarter. Reviewing the County data, he noted that March and April were bad, but between April and November, the trend goes upward, showing people are getting back to work in various sectors. He noted that the population data is from the State, which compiles the data by County more so than by City.

Reidsville Incentive Report (Tab 15) – Reference Only – Garstka pointed out that Albaad and Sanritsu fell short of the goals stated in their economic incentive agreements so the payment to them was less than was budgeted. While it may have helped our budget, the downside is that these companies did not invest and employ as many as originally planned. He noted that incentive payments ramp up in 2022-23 with Farmina payments starting and Albaad's payments continuing

until 2030-31. He stressed these are all good projects and they do not get 100% back of what they pay in taxes.

Speculative Industrial Pads & Buildings Proposals Update (Tab 16) – Garstka noted that while we all agree about the need for buildings and that trend continues in terms of the inquiries we are getting, we still keep the door open with some of these developers about speculative buildings. A proposal last year from Samet Corporation wanted us to take on too much of the risk that we didn't feel comfortable with, he stated. They would assume risk for the first two years, and if the building wasn't sold or leased, they wanted the City/County to sign a long-term lease but we weren't prepared to make that kind of commitment, Garstka stressed. He said he talked with one developer a couple of weeks ago who noted that Reidsville and Rockingham County are just on fire. We are being noticed with a lot of things going on, he said, and with all of this momentum, we might see a developer willing to take on more of this risk. He said we will continue to have those conversations without committing to anything. Phillips added that, whatever happens there, it will probably be us driving that. Noting that the industrial park is a joint City/County project, he reminded Council that, right or wrong, the County doesn't like spec buildings or they have to pass spec buildings around and it isn't our turn. The Interim City Manager noted that in Lee County, they are doing the reverse with the County leasing the building the first couple of years and the developer trying to sell/lease the property. If the property is sold, the County gets its money back, Phillips explained. Garstka agreed but noted that is risky on our end because we have to finance it.

Private Industrial Sites Environmental Studies (Tab 17) – Reference Only - Garstka briefly discussed environmental studies, especially the Grooms Road site. He said there had been negotiations with Mr. Burton to market that site, which has been looked at by various projects. That environmental study had been put on hold at the request of the former City Manager, he said. Councilman Festerman asked what the acreage of that site is? Garstka said he can verify later but he thinks about 12 acres. He described it as a nice piece of property, but it is unknown what is in the ground. Mayor Donecker said it would be nice to have a Phase 1 and Phase 2 done on the Crabapple/Wheeler site because it is a good site, but we don't want to spend a lot of time marketing it if it is contaminated. Garstka said we do have money in the budget, adding that the previous City Manager liked to have an option on the property before doing a Phase 1 study. He said we don't have to go that route and could have a conversation with the landowner about doing a study. Councilman Festerman asked about the property near the Youth Development Facility, noting that the State had discussed a second facility. Garstka said the State wanted 40 acres, and it was agreed to do 20. The Mayor agreed that was a great location for commercial and industrial projects.

Main Street Program Update (Tab 18) – Garstka stated that our challenge in the downtown area continues to be that vacant buildings are not available. He said we get far more calls than we have buildings on the market. Mayor Donecker questioned what the City can do legally with those property owners who do not fix up their buildings? The recent fire on SW Market Street was discussed, and the need to shore up those buildings on either side and get the one building repaired/renovated, including the responsibilities of the property owner. It was noted that the City had set aside monies for fire sprinkler grants, which is a way building owners can help prevent a lot of damage, especially on upper floors. Fire Chief Bracken would love to see the entire inventory of downtown buildings have sprinkler systems, Garstka said. The Mayor asked where we are with Brown Entertainment? Garstka briefly discussed about the Browns and their securing of a loan from

the PTRC. Councilman Festerman said an investor had purchased a building at Scales & Morehead and has some exciting plans for it, including apartments. Councilmember Scoble said there are some buildings downtown that are not being used in accordance with Zoning. Garstka noted that a committee had revised the inspections policy of buildings that are not vacant, including tightening them up. He said Donne Setliff can report on that to Council. He said he could get more information to Council and said we do have the authority to do that. Garstka was asked about a Main Street By Your Side Grant, but he was unaware of it and said they would look into it. Community Development Manager Setliff noted that the way the ordinance is written, staff had planned to start doing inspections this past July, but held off due to COVID-19. She said if that is something Council wants staff to start the process to get it going, they can do that.

Reidsville Main Street Program Stats & RDC Endeavors

Garstka noted that the Reidsville Downtown Corporation had held a retreat, which went very well, and the group shored up our five-year plan. The organization has become more streamlined and excited, he noted. Mayor Donecker said Jill has stepped into Missy's role well and Melanie Morrison has already proven to be a fantastic president. Garstka agreed. He listed the new board members, who are full of energy. Councilman Gorham also echoed the Mayor's comments, noting that the organization hasn't "skipped a beat".

Downtown Economic Development Incentive Agreements Report – Garstka reviewed briefly.

Local Workforce Development: City-Related Endeavors (Tab 19) – Reference Only

Garstka said staff continues to help our companies hire/retain good people. He said there have been three job fairs at Market Square.

Medical Immersion Project – Interim City Manager Chris Phillips discussed this proposed project even though it was not on the agenda. He said the City has been partnering with Annie Penn/Cone Health about this potential program, which would give high school students another look at the health care industry. It would involve serious shadowing by the students and give them a taste of what it is like when they are young. Cone Health loves the idea, he added, saying the ball is in Cone Health's court as to what they picture their involvement to be. Once that is decided, we plan to go to the school system. Rhonda Wheeler and Leigh Anne Bassinger have taken the lead on this, Garstka noted, adding that everyone on the City's Management Team has been involved on projects, no matter what their area of focus.

Phillips briefly reviewed the plans for tomorrow, including the need for a closed session. The Mayor complimented staff on both the retreat books and the presentation.

- END OF DAY ONE OF THE RETREAT -

The second day of the retreat, which started at 9 a.m. on Saturday, January 30, 2021, started with a Special Projects issue, Reidsville Healthy Neighborhood Historic District & Supporting Neighborhood Owner Occupied Loan Program Study. Making the presentation was Matthew Dolge with the Piedmont Triad Council of Governments (PTRC).

SPECIAL PROJECTS.

Reidsville Healthy Neighborhood Historic District & Supporting Neighborhood Owner Occupied Loan Program Study – PTRC Presentation to (Tab 46)

Interim City Manager Chris Phillips noted that yesterday's four hours appeared to be a good "sweet spot" to keep Council members' attention and engaged. Materials for this item can be found behind Tab 46, he noted, before turning the meeting over to Haywood Cloud Jr., the City's Assistant City Manager of Community Services. Cloud noted that at last year's retreat and on a few other occasions in 2019 and 2020, we had discussed a housing revitalization loan program. In talking with several people, including the PTRC, they had told staff of a model program, which was done in Baltimore, Maryland. This model could be tweaked for Reidsville, he said, adding that in earlier discussions, staff had tried to come up with some parameters. He added that this is one of those open-ended discussions, which could be discussed further at a later date. Cloud then turned the discussion over to Matthew Dolge with PTRC.

Dolge said he appreciated the opportunity to talk with Council and knew they had some concerns about some of the neighborhoods in Reidsville. He said Reidsville is not alone in that, there is a natural transition as neighborhoods get older, housing gets run down, families get older, houses change hands, etc. Going from owner occupied to renter occupied can really change the dynamic of a neighborhood, he noted. This program started in Baltimore and has now gone elsewhere, Dolge said, as he started reviewing the PowerPoint slide presentation. (A COPY OF THE POWERPOINT PRESENTATION IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) What led to this plan was a nonprofit looking at the program and bringing forth a new approach, he said, as he reviewed The Concept slide. The group looked at personal and community equity, at properties that were in areas seen as ascending and felt you needed to build from the strongest areas out, Dolge explained. It was felt you had to make the program intriguing to consumers to get people to invest in the property and build wealth that way. He said it strengthens the value of place-based relationships and decision making. Neighborhoods have to apply to the program. On the Approach slide, he noted the need to have a neighborhood association, financial support for marketing and grants for small projects, such as signage, gardens in empty lots, parks, benches, etc. On the How Healthy Neighborhoods Help slide, he stated that loans are usually just below market rate, there are no income limits, anyone can be a part of this program, and it can lead to mixed neighborhoods. He added that there is no mortgage insurance on the loans and loans are made above the value, which is a big incentive for them and a big part of their program. He stressed that the program wants everyone to renovate and is not looking for minimum housing. It wants competitive homes/neighborhoods with curb appeal that people will invest in. The program helps with financial plans, marketing support, including a listing of properties, positive posts about the neighborhoods, etc. Reviewing the Role of City slide, he noted that in Maryland, five banks came together and two nonprofits covered the first 10% of the loss if someone walked away. So far, they haven't had to use any of those nonprofit funds, Dolge said. The City could make a grant, he said, but he noted the City's rule is to support community partners, acquire vacant properties, deliver key services such as enforcement of community standards, etc. On the How Do You Know If It's Working slide, he said the metrics are looked at for that. On the Program Options slide, he briefly discussed the loan programs, which are typically \$10,000-\$15,000 loans. In terms of neighborhood support, the program has been successful in Maryland because it is market-based and designed to get people in neighborhoods where they'd like to see development in. It becomes self-perpetuating, he explained. Dolge added that it is not always reality that homeowners can afford to make the improvements

needed, and there are some landlords who are not interested in it because they aren't looking to sell but are looking for income.

Cloud asked Dolge about the neighborhood associations since in our area, newer neighborhoods might have them but not the older neighborhoods. Can they be created, he asked? Dolge said that's what you're looking for, adding that neighborhoods are in different phases. The City might help establish them or they might need help with an organizational structure, he said. He said the nonprofits help guarantee that the banks don't "take a bath on it."

Cloud mentioned to Council that the Reidsville Area Foundation might be contacted to see if they have an interest in such a program. Councilmember Scoble asked if there were any communities in our area that are doing this? Dolge said this is new to us but that the PTRC is working with some communities, such as Burlington, and talking to them about how to implement this. Burlington, for example, is looking at neighborhoods adjacent to their downtown which were mill house areas, and the City thinks this would be housing for young people. He also said they were also working with older-type neighborhoods in Winston-Salem.

Councilman Festerman, noting the Role of City slide and referencing a situation on Maple Avenue, asked whether enforcing community standards, would give us more leverage in situations? Dolge said there are limits to what cities can do, above health and safety issues, but he cited minimum housing and City ordinances that might be in force. He said that is one of the sticking points for a lot of communities, saying you must be aggressive with those things. Councilman Festerman said he has had three City Managers tell him you can't enforce ugliness. Dolge agreed, but said you can enforce things that help with property values. The bottom line, he said, is people don't want to buy houses and lose money on them.

Mayor Donecker asked Cloud if his group could target appropriate areas inside the City. The Mayor and Council members noted several potential areas: Prince Williams Street if there are enough owner occupied homes there; near the Senior Center; around Courtland Park, many of which are owner-occupied with a City-maintained attraction nearby; the Cambridge neighborhood for a larger scope/scale project or perhaps a couple of specific streets rather than the entire area; Main Street & Sprinkle was mentioned but it was noted too many houses might be rented; Lindsey Street down to West End; the area behind Pete's Burgers where there are a lot of elderly homeowners; Circle Drive; the City's Historic Districts; Montgomery Street; the mill area around Two Brothers; Moore Street.

Dolge said it sounds like Council/staff is on the right track, especially a place with a lot of elderly homeowners near a Senior Center. He said the program works in places that are still transitional where you can help turn them around and make them competitive. He agreed that the City can't "bite off more than it can chew" but you can do it by block and build out as the program builds strength. Mayor Donecker says it has to be a "want to" situation. Phillips said he is hearing from Council that it is in support of programs like this. He said we are getting into the weeds a little, identifying areas, but he said staff will come back to you with some possible partners and funding. He stressed this is not an immediate thing, but it truly is a targeted quality of life thing. Phillips said he appreciated Dolge's help with this.

Splash Pad Feasibility Study – WithersRavenel Engineering (Tab 41) – Assistant City Manager of Community Services Haywood Cloud Jr. noted that the proposed splashpad was discussed at great length during the City Council's July 14th meeting. Staff was asked to compare locating the splashpad at Jaycee Park versus the YMCA. Glynn Fleming of WithersRavenel, the City's designated success manager, was on hand. He noted that his company wrapped up this project late last year, and a copy of the comparative site analysis and feasibility study is included in the Retreat materials. (A COPY OF THIS INFORMATION DATED DECEMBER 22, 2020 IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) Mr. Fleming said they received quotes, including one for a zero-depth recirculating model manufactured by Vortex Aquatic Structures. In discussing with that company's consultant, Vortex recommends connection to a two-inch water connection service, but the model does not require constant supervision. Site A at Jaycee Park is a 15-acre tract of land owned by the City, where there is plenty of room for expansion if needed, plenty of asphalt parking and City utilities are available. Site improvements would be necessary. While a pretty simple installation, there would need to be earth work and rough grading, and currently there is no above ground structure at the park to house this. Therefore, a prefabricated building with a restroom facility, including a secure mechanical room, would be needed, he continued. Other things to consider: need for a grassy area, some consideration to additional sidewalk/paving to provide required ADA compliant access and additional site lighting. The breakdown of costs for the Jaycee Park site would be about \$320,000 for base installation and other costs and if you add the splashpad, overall about \$553,000, he said.

Site B would be the Reidsville YMCA, which involves two parcels, one of which is owned by the Y and the other by the RCPA (Reidsville Community Pool Association). There is an indoor aquatic facility at the YMCA, along with 30,000-square-feet of paved parking and 5,000 square feet of asphalt, part of which might have to be given up. City utilities are available there. The site improvements would not be that much different than those required at Jaycee Park, Mr. Fleming stated, but the project might have to dispose of some concrete/crushed gravel here. The potential ancillary site costs are reduced here, but the base installation would be \$330,000, he continued, adding that they didn't include any of the ancillary costs here because the proposed location at the YMCA would be just outside the indoor aquatic structure. There might be a need for a hotbox structure, but this site would be more secure than a remote City park area, he said.

In summary, Mr. Fleming said the base construction costs are roughly similar at both sites with higher potential ancillary costs at Site A. With a shared facilities agreement, future operation costs are likely lower at Site B. If located at the park, Public Works would need to put eyes on it to make sure the deck is clean, check on the filtration system, etc. On the other hand, Y staff could do that as part of their daily duties, he said. He asked if Council had any questions?

Councilman Hairston said he liked the site at the YMCA better due to costs and security, especially since it is only used a few months out of the year. Mayor Donecker agreed. Councilmember Scoble asked if we know what the attitude of the YMCA is? This would be a lot of responsibility for them, she added. While it was noted that we haven't spoken with them officially, Cloud has spoken with Heather Whitsett, and he said they are on board. The caveat with them, he said, is fundraising to help with the costs and partnering to do this. Mayor Donecker noted that maintenance could be part of the agreement as opposed to money by the Y. He noted that with the community pool, the Y did not have to come up with as much money but instead, provided land and maintenance. An agreement

with the splashpad could include the Y providing maintenance. Councilman Festerman asked about parking? Mr. Fleming said there appears to be enough but that is a valid concern. The Mayor noted that the YMCA owns properties along Harrison Street except the City Attorney's office and has room to expand parking if needed. Cloud stated that it may be parents drop of their children in some instances as well. Councilman Festerman said the Y parking lot appeared to be filled more in the winter than summer when the splashpad would be in operation. The Mayor added that a larger population of children could walk to the Y site than to Jaycee Park. Councilman Gorham asked if the Y can handle the stress of increased population there, noting that there were some problems with the community at large using the pool at one time. Mayor Donecker said he believes we have gotten over the "it's not for them" thoughts that plagued the community pool, and he noted that YMCAs are good at managing aquatic structures, having no problem with getting lifeguards like when Pettigrew Pool was in place. He said we will need a well-crafted agreement and make sure that everyone holds up their end of the bargain. Councilmember Scoble asked if it would be up to the discretion of the Y when the splashpad would be open since it is not a City facility and expressed concern about its visibility from the road. Councilman Gorham said it would be known. The Mayor said the Y has a good network to promote things and added that all of these concerns/ideas could be crafted into a very nice, tight agreement. The Mayor added that the RCPA could be reactivated to include the splashpad. That group has become dormant because there hasn't been a need for it, but this would increase the need for interaction between the Y and the City, the Mayor said. Mayor Donecker asked what is the next step?

Phillips said it appears to be the consensus of Council that the YMCA is the preferred location because it is more affordable and easier to maintain and monitor. He said staff will need to get into a deeper conversation with the YMCA, then discuss funding and incorporate that into the budget process, he said. If we go along with the fundraising route, it will take longer. Staff will need to have further conversation with Council to look at whether we can do funding at 100% or some mix of fundraising and City funds, he indicated. However, today this is what we needed to know, Phillips said, that the YMCA is the preferred location.

Mr. Fleming said, in terms of installation costs for planning purposes, they had included a cost of \$150,000. Now that the City is leaning towards the YMCA as the site, the City needs to reach out to the splashpad company and have one of their contractors come out and see what exactly would be required in terms of installation costs, he said. Phillips again noted that we will need to decide the magnitude of fundraising for the project. Mayor Donecker said it was his opinion philosophically that the City has looked at a number of economic development projects, and we have taxpaying citizens who want to know what the City is doing for them. He said he felt this splashpad was in that category for those citizens bearing taxes for several years, and he would hate to say raise funds outside the normal funding mechanism completely before we can provide to the citizens something their taxes should be paying for, in addition to public safety, recreation and public works, etc. He said to keep that in mind. With the pool, \$1.2 million was raised separately from the City, the Mayor noted. He said he had the same opinion when we were talking about bringing the minor league team and college athletes here to play, we should be just as confident in putting a similar level of funds, the people's tax monies, into something like a splashpad. Councilman Hairston agreed that balance is very important between economic development and our citizens. Councilwoman Walker, referencing Councilmember Scoble's earlier comment, said that the first 10 young people who to go the splashpad will send it out via text so we won't have to put the word out at all. She added that she

thinks parking will be overwhelmed in the first month or so but she mentioned other possible places nearby for parking but said she is happy with it being at the YMCA. Councilmember Scoble said she liked the accessibility the Y offered. Councilman Gorham said he agreed with the Mayor but still thinks it possible to have a conversation with the corporate world about donating to the project. Mayor Donecker said the YMCA knows how to raise money and agreed that we could reach out to possible corporate sponsors along with collaboration with the City. Councilmember Scoble asked if some money has already been identified? Phillips said we had identified the money to do this study, but we will work to find the money or the process we need to go through to find the money. The Mayor said to let him know about appointment to the RCPA and its reactivation.

Councilman Hairston, stating how important swimming was to him, said when this splashpad opens, the kids will get there and it will be a fun thing for them. Mayor Donecker said that we need to make sure that access is provided to the citizens of our City. Councilman Festerman, stressing that he is fully on board with this project, doesn't want to wait on community involvement with the pandemic, adding that some industries may be reluctant to put money out if it will be a while before they see anything happen. The Mayor agreed, adding that he is getting that sense from Council, and we need to see what the YMCA can invest in the project, which might be maintenance costs in the future. Councilmember Scoble asked how many people can use the splashpad at one time? Mr. Fleming said as many as are comfortable, but they don't have a real hard, fast idea. He said 1800 square foot service should have plenty of space. Councilman Gorham, noting a visit to the splashpad in Eden, said everyone was elbow to elbow and having fun.

Mr. Fleming then left the meeting, and a 10-minute break was called by the Mayor.

Marketing

Marketing Overview (Tab 20) – Interim City Manager Chris Phillips introduced City Marketer Judy Yarbrough. He noted that in the recruitment ad for the new City Manager, it was stated that we want these two programs to mature and grow. He said Yarbrough would briefly tell Council what is going on in these programs.

Rise Up Reidsville Residential Recruitment Advertising Campaign - Reside in Reidsville

Program Stats Overview (Tab 21) – Yarbrough stated that a number of people are building homes here and businesses are locating here, both of which are parallel to our marketing efforts. She said we have targeted Greensboro and Danville, Va., for our relocation efforts. She thanked Council members for their help with getting the word out about the Census, and staff received notification yesterday that the federal government hopes to have numbers out by the end of March, 2021. We hope the Census numbers will be in our favor, adding that in future Census efforts, we need to start in our low income communities first. While we wished we had a little more time this year, we need to start in those communities next time, she said.

Yarbrough also briefly highlighted the Mask Up Reidsville campaign, adding that a new mask that wraps around your neck and covers your face is the next addition to the program. She said our PR/marketing firm, Small Town Soul, has helped us greatly as well with our marketing efforts. The Block Mural campaign went well, raising over \$15,000 which was beyond its initial \$10,000 goal. The committee met this week with the artist and hopes to have the mural up and ready to unveil by late April/first of May, she said.

With the Reside in Reidsville program, we have not been able to have the gatherings, but she noted, but we are tracking newcomers via the Water Department information. On the latest survey we have added two new questions, the person's previous address and how many children under the age of 18 are in their household. We tracked over 360 new families, with over 200 having children under the age of 18, she said. Yarbrough said we have had conversations with the school system on how we can assist them in marketing the schools. The last stack of surveys showed people coming from the Greensboro area, Burlington, Pennsylvania and Colorado. For the next Rock It In Reidsville show, we will be interviewing local residents to ask them why they moved here, she continued. Our new blogs are proving to be very successful and our YouTube subscribers are up. Phillips added that these programs are maturing, and we are going to keep them going. We feel like we are reaping some of the benefits from the work that has been done, he said.

Phillips then noted we would move to Community Development.

Community Development Synopsis

Haywood Cloud Jr., Assistant City Manager of Community Services, reviewed the Community Development Quality of Life Overview memo behind Tab 22. The overview as presented follows:

2020 Community Development Department Overview (Planning, Zoning, Code Enforcement, GIS Divisions)

- **Nuisance Abatement Response**
 - Calendar Year 2020
 - Community Development Staff responded to 373 complaints during the Calendar Year
 - Three Hundred Forty One (341) were valid complaints or 91%
 - Thirty-Two (32) complaints were not valid
 - Nuisance Abatement Costs
 - Total abated 341 for Calendar Year 2020
 - Property Owners abated 183
 - City Contractors Abated 157
 - One Parcel in Process
 - Funding for Nuisance Abatement 2020-2021
 - City Funded 111 Abatements between July – December, 2020 (six months of the fiscal year) at a cost of \$13,518
 - Average cost per Parcel \$137

NOTE: June 4, 2018 City Council amended the Interlocal Agreement with Rockingham County which provides for collection of Municipal Ad Valorem Taxes. The amendment of the Interlocal Agreement requested that in addition to collecting taxes the County would add nuisance abatement fees and demolition costs to the annual tax collection. Therefore, all unpaid nuisance and demolition fees not paid by May 31st of each year are forwarded to the Rockingham County Tax Office for inclusion on the tax invoice.

- **Minimum Housing Violations and Non-Residential Violations**
 - Abatements during Calendar Year 2020
 - Three Residential Structures Demolished by City Contractors
 - No Residential Structure Demolished by Property Owner
 - No Residential Structures Repaired by Property Owner
 - One Residential Structure is in the process of being Demolished by Property Owner
 - Current Status
 - Thirty Residential Structures are on the Minimum Housing Code Violation List
 - No Structures are on the Non-Residential Code Violation List
- **Junk Vehicle Campaign Data (Calendar Year 2020)**
 - This is a joint venture between the Police and Community Development Departments. The Nuisance Abatement Officer is paid by Police but Community Development oversees the abatement process.
 - 65 Junk/Nuisance Vehicles have been addressed this calendar year. Please note the Nuisance Abatement Officer is a part time position, thus did not work during the first part of the Pandemic
 - As a Result:
 - 39 - Vehicles abated by removal by Property Owner
 - 2 - Vehicles abated by Property Owner acquiring proper License Tags
 - 3 - Vehicles abated by Property Owner Placing in Rear Yard with Proper Vehicle Cover
 - No Vehicles towed by City Contractor
 - 17 - Cases remain Open
- **Housing Programs**
 - CDBG – NR Grant
 - 95 applications were submitted for the Housing Rehab Grant. The Housing Selection Committee shall be reviewing in late January or early February.
- **Food Trucks/Pushcarts (Calendar Year 2020)**
 - One permit was issued for a Food Truck
 - No permits issued for Pushcarts
- **Urban Archery**
 - No permits were issued in 2020 for bow hunting.
 - Two applications were submitted, neither met the Ordinance requirements. (END OF MEMO)

CDBG-Neighborhood Revitalization Program.

Phillips asked Community Development Manager Donna Setliff how many houses we will be able to repair with the CDBG-NR program? Setliff said it looks like 10 houses, noting that the Committee narrowed the applicants down to 10 with nine alternates. Within the next couple of weeks, all of those (95) who applied will be notified, she said. WithersRavenel did a spreadsheet with points

based on a variety of factors to rank the applicants, which Setliff reviewed. The next steps will be an environmental review and once it gets into finances, some may decide not to sign the documents, she noted. Setliff discussed the steps involved in further detail. She added that the number of houses (10) is based on spending about \$40,000 per house, so it may be if the repairs aren't that costly, we may be able to help more homeowners.

Urban Archery.

Mayor Donecker brought up about the lack of requests for urban archery permits. He asked if we should examine whether we should allow crossbows to be used if that will help to address the deer population, etc. Setliff said the ones that did not receive permits were because they were too close to houses. The Mayor asked about staff looking to see what other communities are doing. The Mayor noted we are not having the same number of applications as other communities are having so we may want to look at that. Phillips said the Police Department is also looking into the wildlife registry so that we are part of the urban bow program, which might alert more people to it as well.

Comprehensive Plan Required Update Proposals & Recommendation

Donna Setliff, Community Development Manager, then reviewed her memo regarding the Comprehensive Plan, which follows:

TO: The Honorable Mayor Donecker and Members of the
Reidsville City Council
FROM: Donna H. Setliff, Community Development Manager
DATE: January 8, 2021
RE: Required Ordinance Update per NCGS Chapter 160D

The North Carolina General Assembly adopted Chapter 160D in later 2019. The new Chapter 160D consolidates current city and county enabling statutes (NCGS 160A & 153A) for development regulations in one Chapter. Chapter 160D fixes inconsistencies in the ordinances, makes them more logical and organized. It does not make policy changes within the development ordinances. The effective ordinances are our zoning ordinance, subdivision, historic and architectural guidelines and floodplain ordinance.

A few examples of required changes:

- Repealing conditional zoning and conditional use permits (all our existing CUP's will become special use permits.
- Definitions for building, dwelling, dwelling unit, bedroom and sleeping unit must align in all our referenced ordinances.
- Must adopt broaden conflict-of-interest statement for governing and advisory boards.
- Addresses advertisement when extending ETJ's.
- Addresses ETJ proportional Board memberships.
- Must keep minutes and board members must take oath or office.
- Add new staff conflict-of-interest standards.
- Address zoning map (paper or digital) history.
- Addresses notice of violation procedures.
- Addresses subdivision performance guarantee requirements.

- Procedures for expedited review of certain minor subdivisions.
- Exempts farm use or bona fide farm in ETJ from city zoning.
- Must not exclude manufactured homes based on the age of the home.
- Historic Preservation must follow standard quasi-judicial procedures during hearing.
- Addresses development agreements as legislative decisions.
- Addresses notices for text and map amendments.

Staff has contracted with Piedmont Triad Council of Governments to review our development plans (zoning ordinance, subdivision regulations, etc.) for compliance with the new Statute. Staff will be bringing a comprehensive text amendment covering all required changes before the July deadline.

Additionally, all cities with zoning ordinances are required to have an up-to-date comprehensive plan or land use plan by July 1, 2022. An up-to-date plan is a plan adopted within the last five years. Staff is in the process of preparing a Request for Qualifications but expect to be the plan cost to be within the informal bidding range. (END OF MEMO)

Community Development Manager Setliff reviewed this item. She noted that new legislation in 2019 combined Cities' and Counties' enabling statutes for development into G.S. 160D. In this, some things were different, including advertising, defining of items and what we are required to go through and update, she explained. Staff has contacted PTRC about going through Reidsville's Zoning and Subdivision ordinances to see what we need to change to comply with the new legislation. If we don't comply by July of 2022, we won't be able to enforce Zoning. We would need to have those changes, which would most likely include significant text amendments, to the Planning Board in April and before the City Council in May of 2022. Setliff said the biggest change for us would be that the Conditional Use Permit (CUP) would go away. Now there would only be Special Use Permits (SUPs). While we can do Conditional Zoning, the permit part of that would go away after July 1st. By July 1, 2022, we have to have an updated Comprehensive Plan or Land Use Plan, which must have been updated within the past five years. Our Comprehensive Plan is over 20 years old. Again, we can do Land Use Plan (cost \$45,000-50,000) or a Comprehensive Plan (cost \$75,000-100,000), which is also very lengthy. Our former City Manager was leaning towards having a Comprehensive Plan done. As a planner needing to meet a deadline, she said she was leaning towards the Land Use Plan. It usually takes 18 months to put together a Comp Plan, but we can do 1-2 public meetings and get input for a Land Use Plan. If we do the Land Use Plan now, once we finish the Depot District Plan, we can do the Comprehensive Plan within the next five years, she explained. However, we are looking for feedback from Council about spending either \$45,000-50,000 or \$75-100,000, but we must do one or the other by July of 2022. Interim City Manager Phillips said we are looking for ways to fund that requirement and want to get it done earlier rather than later. We believe PTRC would be the best price, and we want to get out on the front end of it before everyone else started asking PTRC to help, he noted. The Mayor said he understood Setliff's reasoning. Phillips said we are still far enough out to do either, but we can roll a Land Use Plan into a Comprehensive Plan later on. The Mayor said we want to get in the front of the line because are comfortable doing a Land Use Plan and the need to do the neighborhood plan for the Depot District and put it into the Comp Plan. He added that we might be able to pay for it over two funding cycles.

Personnel Synopsis

Interim City Manager Phillips said he wanted to clarify something that was said yesterday when he was discussing the proposed new minimum wage. He had said yesterday that eight employees would be affected, but it will actually be 14 employees who will be bumped up to \$12.50, which is based on a salary of \$26,000. He said some Fire Department personnel will have an hourly rate less than \$12.50 but they work 900 more hours than the average employee so their salaries were already well above the \$26,000 range. He said he just wanted to make sure that was clear.

Human Resources Director Leigh Anne Bassinger reviewed the Human Resources Points of Interest behind Tab 24. The overview as presented follows:

Human Resources Points of Interest – 2020 – 2021

1) COVID-19

A. Families First Coronavirus Response Act

- City Council approved the recommendation to designate all employees as essential
- This made them ineligible for emergency FMLA leave related specifically to childcare
- Have administered the Families First Coronavirus Response Act as required by law, providing up to 80 hours of emergency paid sick leave for employees who are symptomatic, awaiting test results or who have tested positive for COVID-19
- The benefit is set to expire on 12/31/20 unless congress extends it.

B. Division of Leadership as a result of COVID-19

- Very early in the pandemic, City Manager elected to separate key leadership roles
- Divided leadership at the Fire Department (between three fire stations)
- Divided leadership at the Police Department (between three floors of the building)
- Divided HR, IT and Finance by moving staff to other locations

C. Impact of COVID -19 on Employees and Operations

- Have managed 45 employees under the ePSL program - *Bassinger said that number is now 59 employees with either significant exposure or told to be tested, with now 31 having tested positive, which is significant in a workforce of 194 employees. She noted that in January, Council had been very generous to agree to continue emergency paid sick leave related to COVID-19. This past Tuesday, City received 41 first doses so we are now at 25% of our workforce, including elected officials, starting the process. Health Department officials will be back on site February 23 to give second doses. She added that the Health Department officials liked the layout of the Green House at the Penn House, and it will probably be held there again.*
 - 19 tested positive
 - 1 was hospitalized for about one week
 - Rest all received negative test results
- One Division had as many as 47% of the employees out at the same time

- Had to temporarily suspend some services to residents

Bassinger added that usually at the Retreat she discusses if there has been any suspected pension spiking in the City. However, she stated that the law has been changed this year so that information is no longer public record.

2) **At-Will Employment Policy**

- A. Termination with or without progressive discipline for any reason except an illegal reason
- B. Employees may separate from service with the City at their will

3) **Drug and Alcohol Screening Policy**

- A. Post-Offer drug screening required of all employees
- B. Random drug screening for safety sensitive employees has been temporarily suspended because of COVID-19
- C. Continue to randomly screen employees with CDL's on a quarterly basis
 - Testing rate is 50% of all CDL holders must be tested on an annual basis
 - Have had two test positive this year
 - Positive results may result in referral to Employee Assistance Program (EAP) and possible retention of position with the City of Reidsville
 - Drug screening is required after rehabilitation, prior to return to work and maybe required as part of follow-up to treatment
 - Both were offered the opportunity to participate in our Last Chance Agreement program
 - One is no longer employed with the City of Reidsville
- D. Reasonable suspicion drug screening is required based on supervisor's referral
- E. Post-accident drug screening is required as needed
 - Fatality
 - Injury to an employee or other individual
 - Substantial damage to vehicles
 - Substantial damage to other property
 - Employee receives a citation under state or local law for a moving violation arising from the accident
- F. Vendor for random and post-accident testing is Safe-T-Works through the PTRC
- G. Vendor for post-offer, return to work and follow-up screening is Cone Employee Health Services and Piedmont Occupational Care
- H. Fully compliant with the US DOT Clearinghouse requirements for queries, reporting and updating
 - Implemented on January 4, 2020

4) **Group Health and Dental Insurance**

Monthly Paid Claims Summary							
<i>Through November, 2020</i>							
Month	Enrollment		Total Billed Contributions	Total Paid Claims		Plan Funded Claims	Medical Loss Ratio
	Single	Family		Medical	Pharmacy		
Jan, 2020	140	63	\$181,815.00	\$130,169.77	\$60,733.04	\$190,902.81	105.00 %
Feb, 2020	141	64	\$178,528.00	\$40,488.47	\$37,612.45	\$78,100.92	43.70%
March, 2020	140	64	\$186,685.00	\$124,967.08	\$57,712.87	\$182,679.95	97.90%
April, 2020	140	64	\$185,022.00	\$165,306.44	\$41,352.28	\$206,658.72	111.70 %
May, 2020	142	63	\$185,179.00	\$137,430.91	\$45,924.66	\$183,355.57	99.00%
June, 2020	142	64	\$181,966.00	\$70,345.71	\$57,814.00	\$128,159.71	70.40%
July, 2020	143	64	\$208,449.00	\$223,913.62	\$53,224.85	\$277,138.47	133.00 %
Aug, 2020	142	63	\$200,301.00	\$130,932.31	\$70,453.31	\$201,385.62	100.50 %
Sept, 2020	141	58	\$197,494.00	\$152,106.75	\$53,452.43	\$205,559.18	104.10 %
Oct, 2020	140	59	\$179,193.00	\$618,882.47	\$62,135.01	\$681,017.48	380.00 %
Nov, 2020	141	58	\$195,167.00	\$171,556.01	\$57,320.97	\$228,876.98	117.30 %
Totals	1,552	684	\$2,079,799.00	\$1,966,099.54	\$597,735.87	\$2,563,835.41	123.87 %

A. Coverage thru the Municipal Insurance Trust provided by North Carolina League of Municipalities and administered by MedCost

B. Benchmark for MedCost is 85%

C. Our current provider will continue to honor the Health & Wellness Program

In Discussing Group Health & Dental Insurance, Bassinger noted that our provider wants claims to be at 85% of what our premiums are, but we were at 120%.

5) Classification and Compensation Study

A. Did not implement the recommendations from the PTRC in FY 20 – 21 due to the uncertainty of COVID-19 environment

B. These recommendations were for the Police Department

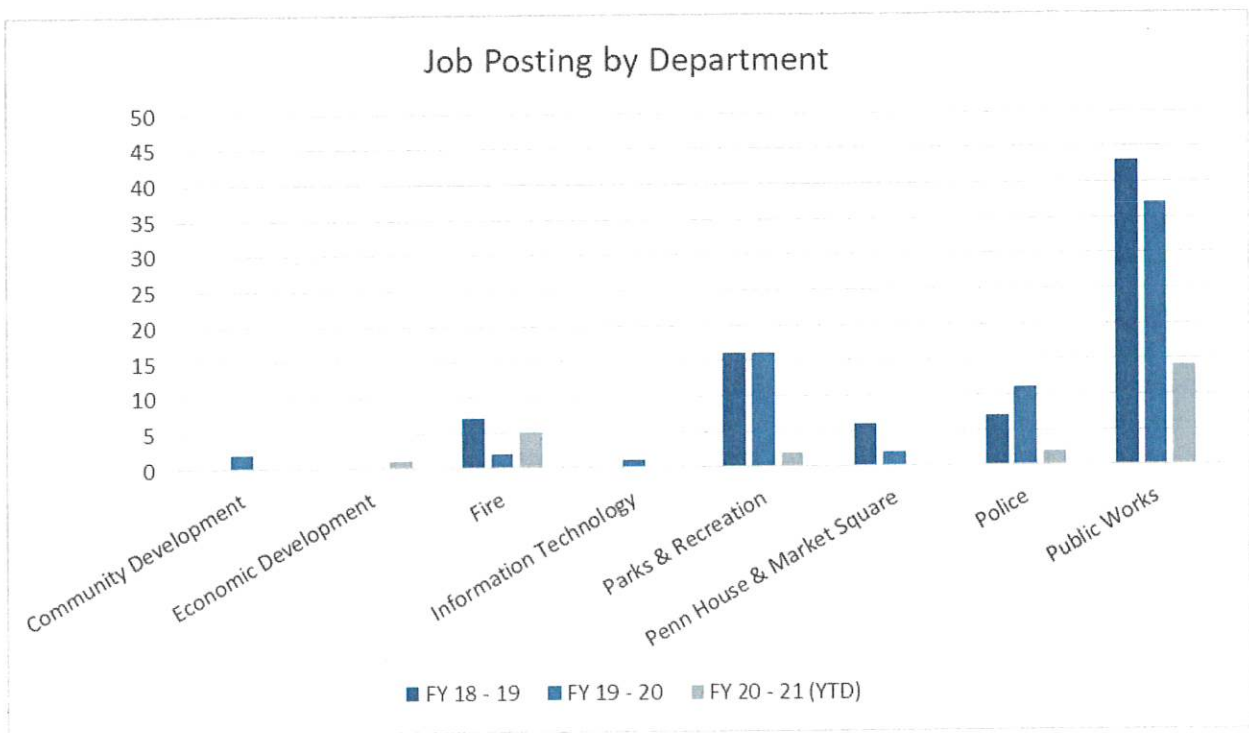
C. Recommended a 1 – 2 pay grade increase at an estimated cost of \$125,000

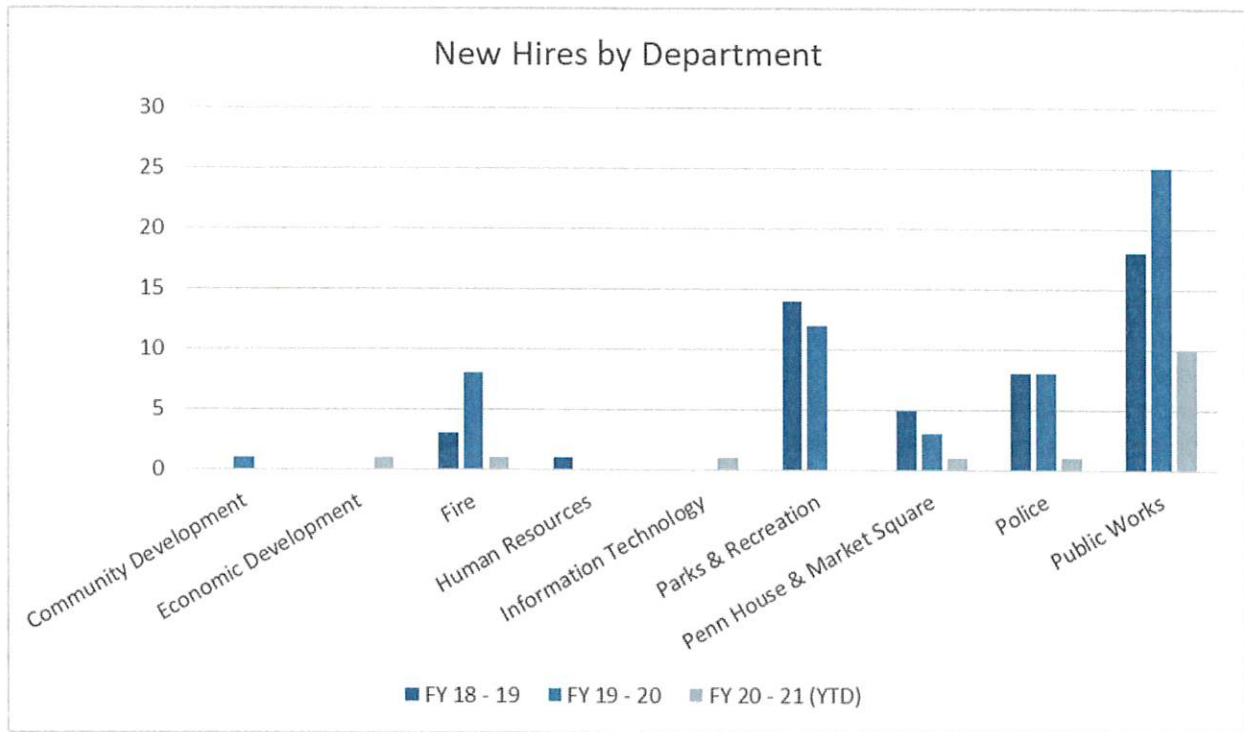
6) Performance Appraisal and Performance-Based Pay Policy

- A. Performance appraisals are conducted at mid-probation and end -of-probation for newly hired or newly promoted full-time employees
- B. Reviewed annually (on the employee's hire date or promotion/demotion date) following successful completion of probationary period
- C. Ratings range from below standard to standard to standard plus to above standard
- D. Merit raises and COLA increases are approved as part of the annual budget process

7) Recruitment

- During FY 18 – 19, the HR Department posted openings for 79 vacancies
- During FY 19 - 20, the HR has posted 71 vacancies
- In FY 20 – 21, YTD, only 24 vacancies have been posted; with 10 employees successfully hired





Bassinger said the City has experienced a lot of turnover right now, and we currently have 15 vacancies, which is the highest in the 2½ years since she has been here. She said Human Resources Analyst Michelle Smith works very hard on this, and Bassinger said she hopes the new minimum wage approved yesterday will help change these numbers.

8) Health and Wellness Program

- A. Selected Cone Health to administer the program and provide an on-site Wellness Coordinator
- B. Their oversight of the program began in July, 2019
- C. Continue to encourage employee compliance with the program
- D. Evaluating the possibility of greater or more meaningful rewards for compliance

9) Affordable Care Act (ACA)

- A. Continued uncertainty regarding the future of the Act, but the City remains fully compliant with all existing requirements

10) Diversity, Inclusion and Equity Training

- A. Was required for all Police Department employees
- B. Appears to have been well received
- C. Training provided by Val Boston, III and Associates

11) Continuing to look at ways to position the City of Reidsville as an employer of choice for Rockingham county

- A. Career Ladder

- Working to develop with PTRC

- Public Works
- Police Department
- Mid-level supervisors

- B. Working to possibly revise the performance review tool with PTRC (END OF MEMO)

The 2019-20 City of Reidsville Benefits Summary behind Tab 25 and the Commit To Be Fit information behind Tab 26 were for reference only. *Bassinger did add that the City's benefits package is very good. She also pointed to the wellness information provided behind Tab 26, noting that our wellness coach is a part-time employee for us and a full-time Moses Cone employee. Shannon Sandifer has adapted well during COVID-19, doing wellness activities virtually. Participation was down in 2020, but she noted that Sandifer was not onsite as well.*

Street and Transportation Synopsis

South Park Drive & Moore Street Resurfacing Action Plan (Tab 27) – Interim City Manager Phillips said this was a resurfacing year. Public Works Director Chuck Smith said that resurfacing will commence this summer. He briefly reviewed the timetable, which started with South Park Drive, continuing through the schools and ending in the Highland Drive/Country Club area. In years 5-6, they will be resurfacing in the Moore Street area. Phillips added that we realize the pavement is a little rough and bumpy around the Food Lion area of Freeway Drive, but it was the best City staff could do with the equipment they have. He said that will be the first area to be redone and will be fresh and new this summer.

City Street System Resurfacing Map (Tab 28) – Reference Only
Future Interstate-785 Update (Map) (Tab 29) – Reference Only

Enterprise Fund Synopsis

Interim City Manager Phillips reviewed the Water and Sewer Operations Overview behind Tab 30. The overview as presented follows:

Enterprise Fund – Water and Sewer Operations

- Enterprise Fund – Operating Philosophy
 - Heavily discussed at 2016 City Council Budget Retreat and FY 16-17/17-18 Budget process (and reviewed at both events in following years) to adjust operating philosophy from previous “United Water private sector contract operations” of endeavoring to limit rate increase to new contracts with United Water to maintaining City’s Financial & Operational responsibilities with rate increases considered no more than every other Fiscal Year.
 - Does not apply to emergency situations and loss of heavy utility customers and resulting financing operating effect.
 - City council discussed and approved a 5% utility rate increase in the prior fiscal year in consideration of the loss of the Commonwealth Plant, other potential future losses, and increasing cost of operations of our system.

- 2020 Average Monthly Flow Statistics

- Wastewater Treatment Plant
- Water Treatment Plant
- See attached spreadsheet
- Acronyms/General Definitions
 - WWTP – Wastewater Treatment Plant
 - WTP – Water Treatment Plant
 - Effluent – Average daily WWTP flows for particular month
 - Tap – Amount of finished water produced by the WTP plant for distribution to the City and internal uses.
 - MGD – Million Gallons Daily
- Top Utility Customers
 - See 2020 Calendar Year Utility Customer Breakdown
 - Largest customers – top 12 industrial/commercial users are listed
 - Remaining businesses category has been shown = approx. 750 businesses
 - Residential customers are shown combined as one class
 - Resale customers – Greensboro and Rockingham County - have been shown individually
 - Utility revenues are greatly impacted by revenue from our industrial/commercial operations customer base and Greensboro resale customer usage.
 - Greensboro Resale Customer Usage
- Infrastructure Matters
 - WTP and WWTP Plants
 - Update on BNR Upgrade for WWTP
 - Bidding/Construction has been delayed due to expired NPDES permit (see update)
 - WWTP
 - Forthcoming bar screen and grit removal project.
 - Design hopeful for FY 2021/22 with construction in FY 2022/23.
 - Design and construction is estimated at approximately \$3 million – seeking grant funding.
 - WTP
 - Installation of carbon feed system in FY 2020/21.
 - Sedimentation Basin Wall Repair in FY 2021/22.
 - Water AIA
 - Reidsville was the recipient of a grant from NC DEQ Division of Water Infrastructure to fund the city's water system Asset Inventory and Assessment (AIA) Grant in the amount of \$150,000.
 - This project is progressing with a project completion expected to occur in 2021.
 - Lift Station Rehabilitation.
 - Sewer System Lift Station Overview attachment
 - Liftstations can typically expect an operational life span for approximately 25 years.
 - Original size and design of lift stations dictates rehabilitation cost

- Typically lift station rehabilitation cost include upgrade components to address increased flow that can increase cost.
- Water Accountability
 - Water Loss
 - Reference City of Reidsville Water Pumped versus Billed Chart attachment.
 - Water Flushing – for sustaining water quality.
 - Reference automatic water flusher data.
 - Connection or ‘looping’ of dead-end water lines may reduce or eliminate the need of automatic flushers by allowing the water to circulate preventing stagnation.
 - Some connections would require 6-inch or greater water lines while some could be 2-inch water lines and possibly be constructed in-house.
- Inflow and Infiltration (I &I)
 - The term I & I is an abbreviation for Inflow/Infiltration and is used to describe the sources of storm water (rain and groundwater) that enter into the dedicated sanitary sewer system. Sanitary sewers are pipes located under the street, or City right-of-way, and are strictly designed to transport wastewater from sanitary plumbing fixtures, such as toilets, sinks, bathtubs, showers, and lavatories.
 - Inflow sources are those that flow directly into the sanitary sewer via a defined route (pipe, etc.) Infiltration sources are those that inadvertently enter into the sanitary sewer via cracks, holes, faulty connections, or other openings. Inflow sources within the public right-of-way can include sanitary manhole covers and storm water catch basins that are inadvertently tied into the sanitary sewer. Private land areas (outside of public right-of-way) inflow sources include roof downspout connections, yard and driveway drains, broken or missing sanitary lateral cleanout caps, and sump pump connections to the sanitary sewer system. These connections are illegal and can add thousands of gallons of storm water into the sanitary sewer system per household during large rain events. Inflow sources are usually the easiest to remediate.
 - Infiltration sources within the City right-of-way can include broken or cracked sanitary pipes, deteriorated manholes, and misaligned or faulty pipe joints. Private infiltration sources can include broken lateral sewers, faulty lateral connections, tree root penetration, and broken cleanouts. Infiltration sources can be more difficult to deal with due to the fact that the sources occur underground.
 - These sources can overload the sanitary sewer system and cause sanitary sewer backups into homes and businesses, as well as sanitary sewer overflows (SSOs) to nearby creeks.
 - I & I water is then treated at same level as sanitary sewer flow, increasing operations costs.

- Potential Utility System Issues
 - Completion of Freeway Drive Widening Project and Utilities Relocation/Upgrades
 - \$1.8 million has already been paid to NCDOT.
 - Final payment is currently in question but will most likely exceed estimated \$900,000
 - Redundant Waterline to City from Water Treatment Plant
 - 24-inch waterline is 40 years old and only feeding source from WTP so additional line would create redundancy benefits.
 - Options of a second water line from the water treatment plant either along Bus. US 29 or Flat Rock Rd. could be placed to promote development.
 - Grant funding is being explored.
 - Replacement plans, not related to grant funding, have delayed this until WWTP upgrades are completed.
 - Plants Needs
 - Present focus is on completing recent upgrades and associated matters discussed with water quality, permitting, and operations.
 - WTP may need to be expanded if other water resale customers become a reality.
 - Replacement, Repair, and Rehabilitation of aging utility lines
 - Age and condition of some lines will require extensive rehabilitation or full replacement in upcoming years.
 - Continuing to explore outside sources of funding. Can be hit or miss in regards to timing of need.
 - Reidsville was the recipient of a \$1,999,298 Community Development Block Grant for Infrastructure improvements in the Circle Drive area for sewer system improvements.
 - WithersRavenel is the project engineer.
 - The project is moving forward with required documents being prepared and sent to NC DEQ Division of Water Infrastructure.
 - 1,4 Dioxane
 - Ongoing discussions with NC DEQ Division of Water Resources on the wastewater treatment plant (WWTP) NPDES permit renewal and Special Consent Order (SOC) options.
 - City staff continues to communicate the need to reduce or eliminate 1,4 dioxane with Reidsville industries. Overall, Reidsville industries are responding with product substitution, operational changes, and equipment processes that have significantly reduced 1,4 dioxane discharges.
 - WWTP effluent samples have been very promising since March 2020. (END OF MEMO)

Interim City Manager Phillips stressed that the Enterprise Fund area was hit the most by the pandemic. While it did hit water sales, fortunately, we were able to adjust on expenses and adjusted overall, he said. There is a lot going on in water and sewer, he stated, noting that there always is. He said Public Works is concerned about infrastructure. The Wastewater Treatment Plant Superintendent Ben Bani left us in the fall, but his replacement, Scott Bryan, is now

working. Phillips stressed that the Enterprise Fund is a business; therefore, it must be run like a business. He briefly referenced that the overview mentions several projects, which are in the planning stages as well.

WTP and WWTP Status Overview - Reference Only

BNR Upgrade Update (Tab 31) – Public Works Director Smith said we are ready to bid out this project and start construction, but we are waiting on our NPEDS permit update.

He then discussed other projects. At the WWTP, he said we are trying to find funding for upgrading our bar screening and grit removal, which goes hand in hand with the BNR project, and hopefully have that underway over the next 2-3 years. At the Water Treatment Plant, we are planning to begin construction on the carbon feed system, hoping to have those bids soon, and in the following year, we will look at some sedimentation/wall repairs. We have been approved for the Water AIA and hope to finish that this year. The CDBG-Infrastructure project is ongoing in the Circle Drive area and work is being done on the environmental study right now. Interim City Manager Phillips said this was the project around the Washington Street/Circle Drive area where Councilman Gorham helped us canvas the neighborhood. That project is progressing along and residents have gotten a letter giving them the ability to comment on the project. He said the letter, which is designed by the federal government, is not very clear so he asked Council members to let any residents with questions know that they can talk to someone at City Hall or Public Works. He stressed that the letter is informational only and doesn't require the residents to do anything. There was a brief discussion about how the City of Greensboro has agreed to help pay for the carbon feed part of the project.

Water & Sewer Average Monthly Operations (Tab 32) – Reference Only

Top Utility Users/Customers (Tab 33) – Reference Only – While this was listed as reference only, Interim City Manager Phillips said he likes for Council to look at the listing at least once a year. He pointed out that Unifi is still our top user but at a smaller percentage, due in part to the City's diversification and partly to the pandemic. He pointed out that "Other Businesses" references 750 small businesses that make up one-half percent of the City's total usage. Residential use is at 44%, or almost half of the usage. While Commonwealth is no longer a customer, the company is still a major user even with no production here. Mayor Donecker said he read a newspaper article that stated Unifi's stock has jumped up and the company is described as "up and coming" due to recycled plastic. Phillips said Unifi is a traditional company that has been innovative with its recycling efforts, and we love having them here. He said the company has been very easy to work with and appears to be happy here.

Sewer Liftstation Rehabilitation Status & Liftstation Consolidation Study (Tab 34) - Reference Only

Water Accountability & Stocks Engineering Water Connection Study (Tab 35) – Reference Only

Voluntary Recycling.

Voluntary recycling was briefly discussed. Phillips said he would have the Public Works Director follow up and find out how many current Reidsville customers are recycling. At last count, it was around 404 customers, staff said.

Pennrose Mall Mentioned.

Upon return from break, Interim City Manager Phillips briefly discussed the Pennrose Mall. He noted that there is not a lot we can do under the ordinances we have. We have been able to cite the mall management for high grass issues, etc. A contractor has indicated work will be done on the parking lot and the roof, he said. That mall, with Belks, Roses, Straders, Bob Adams, etc., are very appreciated businesses, and we are glad to have them there, he said. Belk has filed for bankruptcy but has indicated it is not planning to close any stores. Our Belks has been very profitable for them, he said. Economic Development Director Garstka has worked with the mall owners and asked them to sell if they aren't going to do anything with it, but right now, the price is too high for anyone to buy it.

At this point, Phillips said staff would skip over Public Safety and Parks & Recreation and go back to Special Projects before ending today's meeting with a closed session.

Special Projects.

Boards & Commissions (Tab 42) – *Interim City Manager Phillips briefly introduced this topic, noting that the City Clerk had put together a memo on the City's current boards and commission, which follows:*

MEMORANDUM

TO: Chris Phillips, Interim City Manager
FROM: Angela G. Stadler, City Clerk
SUBJ: Boards & Commissions
DATE: January 11, 2021

With the successful re-energizing of the Reidsville Downtown Corporation, it has been suggested that now might be a good time to review all of the boards and commissions to which the City Council appoints members and to define any expectations for board members as applicable. Also, as we are all aware, from time to time it has been hard to recruit members to these volunteer boards.

Those Boards & Commissions include:

- **Reidsville ABC Board*** – This three-member board is responsible for the operation of the Reidsville ABC Store located at 102 Durwood Court and the future store off Diesel Drive. Each member is appointed by Council, must reside in the Reidsville corporate limits and serves a three-year term. The Council is considered the Appointing Authority for this board.
Compensation: \$150.00 paid per meeting/\$166.67 paid per meeting for Chair from ABC Budget
Council Liaison: Sherri Walker

- Reidsville Appearance Commission** – This eight-member board is concerned with the beautification/appearance of the City, including studying the visual problems and needs of the City and its ETJ. Each member is appointed by Council, must live in the City with no more than 1-2 non-City members who reside within Rockingham County no further than three miles from the primary Reidsville City limits. Each serves a three-year term.

Projects: Adopt-A-Street, Pride & Participation Areas, Adopt-A-Trail, Donate-A-Tree, Bi-annual shredding events and community litter pickups, and various educational programs/Speakers Bureau as needed, maintains five pet waste stations at various Greenway trail entrances and administers the “We’ve Noticed” program.

Compensation: None

Council Liaison: Sherri Walker

Staff Liaison: Donna Setliff, Community Development Manager
- Reidsville Historic Preservation Commission** – This seven-member board promotes the sound and orderly preservation of the City’s historic areas and properties therein. Properties within the Old Post Road and Governor Reid Historic Districts must appear before this Commission for any exterior changes which require a Certificate of Appropriateness. Members must live within the City limits and serve for two years.

Projects: Governor Reid House Tours by appointment; Lantern Walking Tours; Created Self-Guided Walking Tours of each Historic District; currently working on a Bonnet Walking Tour and a Historic Scavenger Hunt.

Compensation: None

Council Liaison: William Hairston

Staff Liaison: Donna Setliff, Community Development Manager
- New Reidsville Housing Authority*** – This seven-member board is appointed by the Mayor and serves as the governing board of the Authority, adopting all policies and procedures for the administration of the Housing Authority located at 924 Third Avenue. Members serve five-year terms.

Compensation: Monetary compensation not allowed by General Statute.

There is no Council or Staff Liaison to this board.
- Reidsville Human Relations Commission** – This 11-member board serves as an advisory board to the community on matters of broad community concern, including research and education rather than investigation. The Commission does not serve as a grievance board. Seven members must live inside the City, two members can either work in the City or reside in the County while the other two positions must be students of a high school based in Rockingham County. Each serves a three-year term.

Projects: Co-sponsoring the Dr. Martin Luther King Jr. Unity Breakfast with the Chamber & Local NAACP Chapter; CommUNITY Celebration; and supports the Chamber Career Day/Business Showcase.

Compensation: None

Council Liaison: William Hairston

Staff Liaison: Cindy Farris, Deputy Clerk
- Reidsville Parks and Recreation Advisory Commission** – This seven-member Commission makes recommendations to City Council and the Parks & Recreation Director concerning recreational planning, promotion and development for the City. Members must be City residents with no more

than 1-2 non-City members who can reside within Rockingham County no further than three miles from the primary Reidsville City limits. Each serves a three-year term.

Compensation: None.

Council Liaison: Harry Brown

Staff Liaison: Quintin Robertson, Parks & Recreation Superintendent

- **Reidsville Planning Board/Board of Adjustment** – This seven-member board makes recommendations concerning proposed rezonings, zoning ordinance text amendments, conditional use permit, undeveloped right-of-way abandonments and certain special use permit applications as well as establishing procedures and standards for the development and subdivision of land within the territorial jurisdiction of the City. The BOA is a quasi-judicial board, which hears appeals, variances and certain special use permits. Five members must live within the City limits while the other two members should reside in the City's Extraterritorial Jurisdiction (ETJ) area. If a second ETJ member does not apply after two months of advertisement, that seat may be occupied by a City resident. ETJ members are recommended by the Rockingham County Commissioners for appointment by the City Council.

Compensation: \$25 per Planning Board meeting stipend

Council Liaison: Donald Gorham

Staff Liaison: Donna Setliff, Community Development Manager

- **Reidsville Community Pool Association*** – This nine-member board, three of which are appointed by the City Council, was established to be the administering Board of Directors for the pool when this joint project was done by the City and the Reidsville YMCA. Members serve three-year terms. The last City-appointed applicant went off the board in 2012.

Compensation: None

Council Liaison – Jay Donecker

- **Reidsville Firemen's Relief Fund Board*** – This five-member board administers the investment of the annual Firemen's Relief Fund and handles the distribution in emergency situations. Only two of the five members are appointed by Council with two others appointed by the Fire Department and one appointed by the State Insurance Commissioner.

Compensation: None

There is no Council or Staff Liaison to this board.

* Denotes these are not considered City boards and commissions, but the Council does appoint either all or some of the members.

Several Council members also serve as liaisons to non-City boards. Those include:

- **Reidsville Chamber of Commerce:** Terresia Scoble
- **Reidsville Downtown Corporation:** Jay Donecker
- **Piedmont Triad Council of Governments:** James Festerman
- **Citizens for Economic Development:** Donald Gorham

Let me know if you have any questions or need further information.

/ags (END OF MEMO)

Phillips discussed the re-energizing of the RDC, which included the Council establishing new expectations for that board and, also led to some new membership on the board, etc. He reviewed the City boards as listed in the memo, along with boards that the Council and/or Mayor appoints members to. Now is the time to discuss any of these boards and expectations for them. The Mayor suggested discussing the ABC Board first.

ABC Board.

Mayor Donecker noted that the City of Reidsville doesn't provide the dollars to this board but does oversee who is on it and their compensation. (A COPY OF THE CITY ATTORNEY'S MEMO REGARDING THE REIDSVILLE ABC BOARD DATED JANUARY 11TH IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) He said Council had been comfortable with those board members receiving \$150 in compensation for quarterly meetings, but then the board started meeting on a monthly basis. The City Attorney said they were welcome to do that, but the Mayor said we were under the impression they were being paid \$600 a year for two of the three members but they were actually being paid up to \$1,800, when they started meeting monthly, which was primarily wrapped around the expansion to a second location. The Mayor said he and Councilman Festerman were concerned because it smacked of self-dealing. He said from his perspective, he underplayed the thought that went into having to meet on a monthly basis. Mayor Donecker said it took a while for our City Attorney to sort out the compensation and shame on us that we didn't actually know at the time. Secondly, shame on us that we never recorded appropriately what the compensation was supposed to be, other than a handwritten note in former Manager Pearce's records. The Mayor said he wanted to make sure that today, we are all on the same page regarding the compensation. Councilman Festerman said he thought the board met every other month instead of quarterly, which would be a cap of \$900 a year for six times a year. The Mayor said he stood corrected.

Councilwoman Walker said there has been a lot of accusations thrown around, including a lot of information that has been thrown out that was wrong. She said she could only speak of what has happened while she has been liaison and that, prior to that, Clark Turner was liaison and the board met every other month. She said right before she became liaison, the board started meeting every month, and she described it as one of the hardest working boards she has ever seen. She said she hated what has happened has happened. She said they were very, very good people, and now two of them have resigned. Councilwoman Walker said she had only been contacted by Councilmember Scoble about these issues, issues that happened months and months ago. She said she believed Councilmember Scoble had contacted Raleigh, and the statutes say we are responsible for hiring/firing and setting compensation. In the last couple of weeks, City Manager Phillips was asked to call the ABC Store in reference to things she had said or talk that was going around, and that there had been closed sessions after she had been asked to leave meetings, etc. She said that is not true, and that she has never been asked to leave a meeting, and she is unaware of any closed sessions being held. She said if she has a question about the Human Relations Commission, she will refer to Cindy's (Deputy Clerk & Staff liaison to the HRC) notes or contact Councilman Hairston (the HRC liaison) and ask him about the HRC. Councilwoman Walker said she wished they had come to her personally and asked her.

Mayor Donecker said he would address this head on, that what was being questioned was that Walker had left meetings and conversations were still occurring after she left. He said the ABC Board meeting minutes are pretty sparse and for a committee that is working so hard, the minutes don't reflect how hard they're working. With the Open Meetings Law, you always have to ask yourself what is not being put in these minutes and why, the Mayor said, that is just the fiduciary responsibility we have. Asking for closed meeting minutes, Manager to Manager, we should never take offense at that, he said. He added that by asking the City Manager to do that, he wasn't accusing anyone of anything, he just wanted to get the facts and the data on the table. Just like it was hard to get the facts associated with compensation through our Attorney, again, why he said he let this go on for so long was because he wanted to have something in writing that we all could look at and know exactly what was going on. In April, May or June when this first came up, we weren't getting straight answers from Preston or accurate answers from the City Attorney, and we would hear one thing and then get something in writing that said something else, the Mayor stated. It has taken time so that today, we can answer 1) are we satisfied with the compensation as it currently is now and will go in our minutes going forward so we don't have to do this hunt-and-peck exercise that Angela and others have gone through to try and figure out what is the compensation and who allowed it to occur and when. So out of today's meeting, either everybody agrees to \$150 per meeting, and they can determine how many times to meet or we can decide whether we want to put a cap on it, the Mayor said. He said it is his personal opinion that these people are overcompensated when you look at Planning Board and other commissions. Secondly, he said he felt there has been a sense of entitlement with people being reappointed and reappointed. He said he thought at one point there were term limits associated with this and a continuous turning over of board members, citing it may have been from one person to another and back to that person. The Mayor said for today, let's have some clarity here today about what compensation is appropriate for the ABC Board. If we want to leave it "as is" or that a person can be reappointed ad nauseam, we can do that to, he said, but until today, we have never had a conversation where we could put it down in writing that Angela can say five years from now, yep, here is what Council said, here's the motion, here's the minutes, here's the information going forward. We don't have that and that's what we will be establishing today, the Mayor continued.

Councilmember Scoble said when she talked to the State ABC Board in Raleigh, it was her understanding the board can't meet more than once a month. They changed it from every other month to once a month, but she said she was told they could not meet more frequently than that and that if it was a called meeting, they wouldn't be paid for it. Mayor Donecker said we will have to find that in the general statutes but, like Council, we wouldn't be able to make a decision to increase our own compensation today and have it start next month. The Mayor said what concerned he and Councilman Festerman was that a group increased the number of times they met, which basically doubled their compensation and that smacks of self-dealing. This is all about open transparency, he said, and yes, could they have done it? Now that we have the general statutes from our Attorney, yes, they could have, he stated. Is it appropriate, he asked? That's the question, he said. If it isn't appropriate, he said, maybe we should set some guidelines associated with compensation. The Mayor suggested setting the compensation at \$50 a meeting, and if they want to meet monthly, they can. He said that is more in line with the \$25 paid to the Planning Board/Board of Adjustment, which also has to deal with thorny issues on a monthly basis.

Councilman Festerman said he thought the Mayor had covered it very well. He said he'd like to see what kind of compensation other ABC Boards have. He said our former City Manager was very clear that our minutes reflect that they would meet six times a year at \$150 per meeting, so it should have been capped at \$900 but now all of the sudden we find out, they've changed the rules and it's \$1800. He said the State ABC Board members don't receive any compensation. The Councilman agreed with Councilwoman Walker that it is probably a hardworking board, but so are all of our other boards, he said. Several of our boards do not receive any compensation, he said. The Councilman said it is self-dealing when you raise your compensation from \$900 to \$1800 without the Council even knowing about it until the former City Manager delved into it. He agreed that yes, there have been some misunderstandings and hurt feelings, but he said we were all under the assumption it was \$900 a year and then found out about it by accident because some members of the ABC Board wanted to raise their compensation even above that.

Councilmember Scoble asked what is the difference between a board and commission? Mayor Donecker said he has never heard that there is a difference. Councilmember Scoble asked how do we determine what boards get paid and others don't? The Mayor said he is not advocating compensation for other boards, noting that no Planning Board members have ever said to him they want more money. He said he thinks we should be more explicit about the compensation for the ABC Board, and we can consider if we want to change the compensation for the Planning Board. The board making the most money was asking for more compensation, he noted. The Mayor said he was not trying to belittle what that board is doing but to put it in the context of others serving on boards and commissions. He also noted he has never heard any Council members saying they deserved more because of all the time spent on Council matters. He said Council should address that at some point, but it should be for the next set of Council members who get elected. Councilman Festerman said in his 24 years on Council, they have never had an increase.

Councilwoman Walker asked for confirmation that the monies paid to the Planning Board come from the City of Reidsville. The Mayor said they come from our City Budget dollars. The ABC Board members' compensation also comes from the City of Reidsville but through sales. Councilman Gorham said he has been asked by Planning Board members for additional compensation, but it has never been given seriously but with a laugh behind it. Councilwoman Walker said the Planning Board has a lot on its shoulders too. Councilmember Scoble said she thinks they should consider term limits, because with new board members you get a new perspective and new ideas. The Mayor said he agreed 100%, saying the purpose of the ABC Board and some other boards is oversight and that things change.

Mayor Donecker said he would entertain a motion regarding compensation and term limits for the ABC Board.

Councilman Festerman said he would make the motion that the annual compensation for ABC Board members would be a maximum of \$1800 per year and for the Chairman, \$1950 per year, and they can only serve two consecutive terms on the board. The motion was seconded by Councilmember Scoble.

During discussion, the Mayor pointed out that at \$1800 annually, that is \$150 per monthly meeting for 12 months, which is where we were already at. He said he felt that was overcompensation for

what is going on. He said he was not going to offer a substitute motion and that Council was going to deal with each motion individually. He said he would strongly advocate that we allow them to meet on a monthly basis if they want since the statute is all about monthly meetings. He said he would advocate \$50 per meeting which is more in line with the Planning Board. He said he will advocate later to bump that amount up to \$50 for that board.

Councilman Festerman said he would withdraw his motion, which was agreed to by Councilmember Scoble, who had seconded the original motion.

The Mayor said he would entertain a motion on the subject.

The Mayor then made the motion that the ABC Board be compensated \$50 a meeting, with the understanding they can meet up to 12 times a year, and each appointee is limited to two terms with three years per term. The motion was seconded by Councilman Festerman.

Discussion then ensued about what happens when a person is fulfilling an unexpired term. The Mayor said we should say two complete three-year terms so that if someone is appointed to fill out an unexpired term, that doesn't count. He then added the term "consecutive" should be included as well.

Councilman Gorham said we will have three new board members on the ABC Board although he noted that Clark Turner came on board in 2020. The Mayor noted that there is a mechanism included so that each of these would be filling an unexpired term so they should go back to being staggered.

Councilmember Scoble said she was of the opinion that someone serving on a board or commission was doing it primarily as a concerned citizen and not for the pay so that shouldn't be a concern. Councilman Gorham said he thought the \$25 for the Planning Board came about for gas costs to visit these locations they were studying, etc. Councilwoman Walker asked how this applies to the rest of our boards? The Mayor said it doesn't, that it applies directly to the ABC Board, which he noted is governed by a different set of general statutes, etc. Councilmember Scoble asked what effect today's decision would have on Clark Turner, who is the only current ABC Board member, and was told that compensation at the time was \$150 per meeting. The Mayor said they will have to ask the City Attorney, and we will make Clark aware, and he can resign if that is not enough. Councilmember Scoble asked if we have any responsibility as a City to make sure there is at least one person on the board and, at any time, can it not have any members? The Mayor said yes, since it is an oversight board, which is overseen by the ABC Board in Raleigh so we are not creating a gap in oversight and control that could cause some misappropriation of funds, etc. Regarding Clark Turner's compensation, until this motion is made and it officially becomes in place, he should be paid at the initial compensation. The Mayor added that anything decided to day should go through the City Attorney to make sure everything is appropriate and, if it isn't, he will get back to us. The Mayor added that the City Attorney will need to because as we have all discovered, there were statutes governing the ABC Board that were previously unclear to the City Manager, the City Attorney and the City Council. He again noted that today's actions could be looked at five years down the road, and the minutes would show what had happened.

The Mayor then asked the City Clerk to read the motion. She stated that the motion was the ABC Board would be compensated at \$50 per meeting, 12 times per year, with each appointment limited to two complete three-year terms. The Mayor clarified “up to” 12 times a year.

The motion was then approved 7-0, by a show of hands.

The Mayor said he appreciated everyone’s patience and noted there had been a lot of rumors going around, adding that he had been stopped and asked about it on the golf course in May. He added that with these changes made, he didn’t want it to reflect that we feel that anyone before should be taken to task or any additional remedies launched about compensation in the past. He said we are going forward, and we are now all reading off the same page with the caveat that our City Attorney is going to have to confirm that we have done everything properly, and that everything is worded appropriately. The Mayor indicated that the City Attorney might have the need to come back with a more specific motion so that it can be applied to our ordinance book. At the Mayor’s request, Phillips said we will communicate with him. The Interim City Manager asked if Council wanted to consider any changes with any of the other boards and commissions?

Planning Board.

The Mayor said he would like to address the Planning Board, which already had compensation, and any other boards the Council would like to consider. The Planning Board is currently compensated at \$25 per meeting. He said he would entertain a motion.

Councilwoman Walker said she would like to change the Planning Board to \$50 per meeting for 12 times a year or less. The motion was seconded by Councilman Festerman.

Councilman Gorham said he thinks it is well deserved because this board does a lot for us, and he appreciates the motion made by Councilwoman Walker and seconded by Councilman Festerman. The Mayor agreed, saying he likes how it is in line with how the ABC Board is compensated.

The motion passed in a 7-0 vote.

Councilwoman Walker asked whether there should be term limits for the Planning Board. The City Clerk said Planning Board members already serve two five-year terms but then must be off the board for at least one year.

Human Relations Commission.

With Council members not seeking to seek compensation for other boards, etc., the Mayor said he would like to address two items regarding the Human Relations Commission specifically. He said there is a rising conversation about racial equity. He has spoken with Dawn Charaba at the Reidsville Area Foundation, which is funding a virtual Racial Equity training session/conversation. She has purchased three extra seats, which can be used by three members of the HRC. He noted that the board has several of the same members since the beginning and feels it has at times become stagnant. He said he thinks we need to attract more people in order to have more turnover and at the same time, to guide the HRC to look into the racial equity issue and become educated on it. He said Charaba had expressed an interest in participating with the HRC and was going to ask the RAF if that was something she could do. That’s the kind of conversation that gets other people involved

with a committee that has become dormant, especially with the pandemic. He said he would like to have a consensus of Council to have a conversation with the HRC about three of its members attending the Racial Equity session.

A brief discussion ensued about term limits for the HRC. Both Councilwoman Walker and Councilman Hairston said they thought the HRC has term limits.

Councilman Hairston said he thought it was an excellent idea to have three of the HRC members to have this training, and he was willing to make a motion. He said the HRC has been very fervent in trying to get new members, reaching out to the high school to get younger members, but any help we could give them would be good. He talked of having a shortage at times because of conflicts with other groups these commission members are serving on. The Mayor said he stands corrected, he should not have used the term stagnant, which was an overstatement. He noted that there are currently three vacancies on the commission. Councilmember Scoble said she thought there were no term limits because she had recently spoken to Dick Frohock who had mentioned he had been on the board for 10 years and needed to get off.

It was the consensus of Council for the Mayor to reach out to the HRC via email about the openings for the Racial Equity training.

There was a brief discussion that with the pandemic, the City's boards and commission had not been able to meet face to face. The Mayor said he felt there were funds in the Council budget to expand these commissions so that they could meet virtually. He said he felt we needed to find a solution although he didn't know what it was or how it should work, but it was needed to keep the members engaged. Phillips said we can work towards that. Councilwoman Walker asked if we have the resources where the parking lot behind the Penn House is WiFi ready? Phillips said not yet, that is part of the grant funding we received. He said we can accommodate several people at different locations here in City Hall, and said we would need to look into possible options. The Councilman suggested that perhaps we could have small laptops that could be checked out by the board members. She said the RAC had not met in person for over a year. It could be as simple as an iPad, etc. Councilmember Scoble said it might also give Council members an opportunity to observe the meetings as well.

The Mayor then asked if Council wanted to keep the Council liaisons to the various boards as is? All agreed by consensus.

Downtown Streetscape Project Update (Tab 43) – *In discussing this project, Interim City Manager Phillips said some mature trees were taken out, and we lost electricity which ran from tree to tree. The next phase is Phase 2, he said, adding that about eight more trees need to go, either due to their size or condition. He said we have six more of the planter boxes in storage and will pave over where the tree well is if we don't have a box to go over it. He noted that we are also looking at banner poles for some of the area. This is estimated to cost about \$7,000 as stated in the memo. (A COPY OF THE MEMO IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) He said we want to have electric back downtown and reminded Council members how we have had trouble during the festival with the electric, piecing together what we could. The cost of running new conduit under the sidewalks would be about \$150,000, he said. While expensive, it*

would take care of the problem, he stated, adding that we wouldn't have the problem with tree roots like we did before. He said staff is looking to try and fund that as well through the budget process. Councilman Hairston asked if we can get the lighting up before the end of the year? Phillips said the only way would be with this \$150,000 electrical product. The trees are going to have to mature before we can light them up like we used to. The other trees had gotten too big and were in bad shape health-wise, he reminded Council. Mayor Donecker asked if we could consider splitting the costs over several years, including from overages from last year, the current fiscal year and \$50,000 from this upcoming July, part of the next fiscal year? He said we don't need to keep delaying this. Phillips said that was a good idea. However, it was noted that this does not complete the WiFi. It was also noted that the roundabout at Wentworth Street is beginning to look sad. Phillips said we can probably do some low vegetative work there. The Mayor agreed, noting this is an entrance into the City.

Spring 2022 Reidsville Festival (Tab 44) –Phillips said we are looking into moving the festival to the spring as well as possibly moving it to the lake as well and bringing in Toymakerz to be included. He said we don't want to get away from showcasing our downtown so it was suggested that the City do a food truck festival in the downtown area on the same date as the former Fall Festival. City Marketer Judy Yarbrough said that Toymakerz definitely wants to partner with us, adding that we are helping plan a new Toymakerz Tour. She said this would be a fabulous way to market Reidsville on a national level with no cost to us. Regarding the festival, she said she has talked to some large amusement ride vendors, who would come in early on Wednesday, have Thursday night as "Reidsville Night" and then Friday night would kick off the festival with a concert and Saturday as the main day of the festival. Councilmember Scoble suggested we try and get Our State magazine involved. The Mayor said this was a "fantastic" idea and asked if everyone was comfortable with moving the festival to the spring? All agreed by consensus. Phillips said staff will continue to work on it for 2022 and would update Council as staff gets further into the details. Councilman Hairston also reminded everyone that the Human Relations Commission has a multicultural day event in the works as well.

MOTION TO GO INTO CLOSED SESSION.

Councilman Walker then made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote, to go into closed session for economic development, which is pursuant to NCGS 143-318.11(a)(4), following a short break.

RETURN TO OPEN SESSION.

Upon return from closed session, the Mayor concluded today's session, recessing the meeting to reconvene at 8 a.m. on Thursday, February 4, 2021 upon motion by Councilwoman Walker, seconded by Councilman Hairston and unanimously approved in a 7-0 vote.

- END OF DAY TWO OF THE RETREAT -

The final hour of the retreat, which reconvened at 8 a.m. on Thursday, February 4, 2021, started with the Public Safety overview.

NCDOT – ROW Purchase.

Prior to starting the Public Safety presentations, Interim City Manager Chris Phillips informed Council he would be adding an additional item to their regular Council meeting agenda next week.

NCDOT wants to buy some right of way from the City. The paperwork has come through so he will be asking Council for a vote next week, at which time he will give them all the details.

Public Safety Synopsis - Public Safety Presentations

Police (Tab 36) – *In making his report, Police Chief Robert Hassell referenced page 5 of the written report that gives his message, including the challenges faced by his department this past year. (PAGES OF THE WRITTEN ANNUAL REPORT REFERENCED IN THESE MINUTES ARE HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) He discussed what is new in the message, how COVID-19 has been a major challenge and listed several of the strategies that were put into place during the pandemic. He then went to page 7, discussing “noteworthy” items as listed. He reviewed the impact of the Opioid Crisis on pages 8-10 and the efforts of the Overdose Response Team, adding that numbers have remained steady or the same, and he feels like we are on the right track with our community stakeholders’ involvement, etc. He highlighted 21st Century Policing as outlined on pages 12-16 as well as the six pillars from the President’s Task Force, citing how to accomplish each of these pillars within each agency and gave examples. Chief Hassell touched on the use of the department’s Chaplain, training and education initiatives within his department and how the changes in schools during the pandemic have also altered the work of the School Resource Officers, etc. and the DARE Program, which has been taught in our local schools for some 30 years. On page 17, he discussed the “Eight Can’t Wait” Campaign, which is a series of police reforms and what actions the Reidsville Police Department has taken, several of which occurred before these reforms came out, Chief Hassell pointed out.*

Mayor Donecker, complimenting Chief Hassell on the format and presentation of his report, asked Council members if there were any specific stats they wanted the Police Chief to discuss. The Mayor then cited that arrests were down 41% this year and asked if that was due to less interaction with officers or less crime? Chief Hassell said it was a combination of both, adding that officers were doing citations in lieu of arrests. He said there appeared to be a drop in calls for service due to COVID-19, including drops in crime and property areas, which also reduces the number of arrests, and noted efforts to keep people from going into our detention centers if possible. Councilmember Scoble cited that there was a 23% increase in violent crime and asked if any of that could be attributed to COVID-19? Chief Hassell said he couldn’t say for sure, but he said there had been some uptick in domestic violence, some of which might be attributed to the pandemic and has been occurring across the country. Councilman Festerman questioned that he didn’t see any stats on DWI arrests. Chief Hassell said those stats had been included within other data. The Councilman said he would think those numbers would be down, and said he’d like to see that data when Chief Hassell got a chance. Chief Hassell said accidents are down from the previous year.

Mayor Donecker returned to the “Eight Can’t Wait” campaign, noting that he had seen a quarter page article about Durham County adopting that. He asked if a press release could be done for us, saying he felt it would serve us well to show that we aren’t following the big metro areas but have been doing it for years.

The Mayor then discussed COVID-19 vaccination efforts among police officers, noting that it appears it has been hard to get a large percentage of our officers vaccinated. He said other agencies are requiring it and asked at what point do we want to consider doing this for our essential workers. He said they will be interacting with our citizens and asked what steps need to be done to do that or

what concerns might there be to do that. Chief Hassell said our officers are human and have the same concerns as others in our community. He said the department has had this conversation and many of our officers have been vaccinated. Chief Hassell indicated that he hoped we would not have to put a directive out. Currently we are at 40% vaccination rate among our public safety employees, etc. that have been eligible for vaccination. Mayor Donecker said we are at less than half, adding that we don't give officers the option of wearing a seatbelt. He said these vaccines need to happen and if the federal government says we can require employees to be vaccinated, we may need to look real hard at that. Human Resources Director Leigh Anne Bassinger noted that there have been a lot of conversations about mandating the vaccine and the challenges of not having at least 70% to achieve herd immunity. She said they have held off because neither the CDC nor OSHA has recommended that because the vaccine is still under emergency use authorization and not full blown FDA approval. The NCLM is concerned about making the vaccine mandatory until that is done, she stated, adding that they have looked into ways to incentivize employees to take it. Mayor Donecker recommended Bassinger track what the Durham County Sheriff's Department is doing. The Mayor then discussed in greater detail about herd immunity. Bassinger stated that employees have cited as concerns the long-term impact of the vaccine but noted she would research Durham County.

After some brief discussion about training, community events, etc., Phillips said Council members could call if they came up with questions later.

Fire (Tab 37) – *Fire Chief David Bracken briefly reviewed his department's annual report, noting the report was mostly statistics and highlighted operations throughout the year. He said a few things impacted the department this year, adding that call volumes were down. He also talked about COVID-19's impact on the department and its operations. To protect our employees, he said some medical calls that they would have responded to in the past, EMS has handled alone. Since the department was unable to go into the schools to share its public fire education program, the department prepared a video that the schools could fit into the learning schedule. He added that he felt like the department accomplished our goals, but our numbers were down. He said many of the firefighters went outside the City site to get vaccinated. He said they were trying to educate our people about the seriousness of COVID-19, and the need to get vaccinated. If any Council members had questions later, he encouraged them to let the Interim City Manager know, and we will get you the answers, Chief Bracken said.*

Councilman Festerman noted that the department's efforts regarding the fire downtown several weeks ago most likely saved a City block. He thanked the departments. Mayor Donecker talked of the superlative service provided by our Police and Fire Departments yet he talked of seeing a trend in not interacting with the public. Again, he discussed the need for our employees to get the COVID-19 vaccinations, not only public services but Public Works and Parks & Recreation, etc. While the interaction with citizens has decreased, those citizens still are paying taxes, and to get our level of service up, our employees need to be vaccinated, he said. The Mayor stressed that there shouldn't be a lot of administrative back and forth to know we need to do this. Councilmember Scoble said we also need to emphasize that mask wearing is not just at work. She said she runs across employees who are not wearing them, and they tell her they are not at work. Phillips said these points are well taken. He did say that our front line employees are currently the only ones eligible for the vaccine, but we will continue to work on that.

Parks & Recreation Synopsis – *Interim City Manager Phillips said this was just an update from previous years.*

Parks and Recreation Overview (Tab 38) – *Assistant City Manager of Community Services Haywood Cloud Jr. said COVID-19 had been especially tough on Parks & Recreation. He added that we lost Fred Thompson (Parks & Recreation Superintendent) to retirement, and Quintin Robertson has moved into that position. Robertson's former position has been filled by Ms. Remy Epps, who started Monday. Cloud said we will continue a lot of the same programming, but some of it will remain virtual. He said they have discussed ways to engage citizens and are looking at some things IT-wise.*

Park Amenities Repair and Future Action Plan Update (Tab 39) – *Cloud noted that these are things we are currently doing or hope to do.*

Update on Landfill Closure for Freeway Drive/Future YMCA Soccer Fields. (Tab 40) – *Reference Only – Cloud said we hope to have the lights on the soccer field up in the next few months and have a ribbon cutting. He noted that this is a multi-use field at the lake.*

Cloud talked about some needed maintenance projects at the Lake. He also noted the need for a ribbon cutting for the blueways project. He briefly discussed the status of the field at Jaycee Ballpark for the Old North State League where some of the pavement has been removed, lights are being relocated, etc. Cloud also talked of the need to keep doing what we can to still provide these lifestyle amenities for those living here. Councilman Festerman asked about the equipment shown on page 8 of the Action Plan, saying he hasn't seen that equipment outside. Cloud said this equipment is made to last outdoors, etc.

The Mayor then asked for a motion to adjourn. (With a previously scheduled special meeting of Council planned at 9 a.m., it was decided to end the retreat with a few items still left, which will be considered at a later date. Those items were the Downtown/Depot District Parking Lot (between Scales and MLK); Lake Hunt Use Study; and the Five-Year Action Steps for Major Projects.)

MOTION TO ADJOURN.

Councilman Festerman made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to adjourn the meeting at approximately 8:51 a.m.

John M. "Jay" Donecker, Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk

**MINUTES OF THE SPECIAL MEETING
OF THE REIDSVILLE CITY COUNCIL
HELD THURSDAY, FEBRUARY 4, 2021 AT 9:00 A.M.
ELECTRONICALLY VIA ZOOM**

*(The open portion of this meeting was available to the public via the City of Reidsville's
YouTube Channel and via telephone for those without Internet connection.)*

CITY COUNCIL MEMBERS PRESENT:

Mayor John M. "Jay" Donecker
Mayor Pro Tem Harry L. Brown
Councilman James K. Festerman
Councilman Donald L. Gorham
Councilman William Hairston
Councilmember Terresia Scoble
Councilwoman Sherri G. Walker

COUNCIL MEMBERS ABSENT:

NONE

CITY STAFF PRESENT:

Chris Phillips, Interim City Manager
Angela G. Stadler, City Clerk
Rhonda Wheeler, IT Director *(present
during open session)*

Mayor Donecker called the meeting to order. All Council members were shown on screen, along with visitors Dr. Steve Straus, Ms. Heather Lee and Ms. Holly Danford with Developmental Associates.

The purpose of today's special meeting was a closed session pertaining to personnel pursuant to NCGS 143-318.11(a)(6). The Mayor asked for a motion to go into closed session.

MOTION TO GO INTO CLOSED SESSION.

Councilman Festerman made the motion, seconded by Councilman Gorham and unanimously approved by Council in a 7-0 vote, to go into closed session to discuss personnel pursuant to NCGS 143-318.11(a)(6).

RETURN TO OPEN SESSION.

Upon return to open session, Councilman Festerman made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to adjourn at approximately 10:05 a.m.

ATTEST:

John M. "Jay" Donecker, Mayor

Angela G. Stadler, CMC/NCCMC, City Clerk

**MINUTES OF THE REGULAR MEETING
OF THE REIDSVILLE CITY COUNCIL
HELD TUESDAY, FEBRUARY 9, 2021 AT 6:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

This meeting, which was livestreamed on the City of Reidsville's YouTube Channel, was held in Council Chambers at City Hall with Mayor Pro Tem Brown attending in person and the rest of the Council & Staff via Zoom. The public was allowed to attend per social distancing and room capacity guidelines.

CITY COUNCIL MEMBERS PRESENT: Mayor John M. "Jay" Donecker
Mayor Pro Tem Harry L. Brown
Councilmember Terresia Scoble
Councilman James K. Festerman
Councilman Donald L. Gorham
Councilman William Hairston
Councilwoman Sherri G. Walker

COUNCIL MEMBERS ABSENT: NONE

CITY STAFF PRESENT: Chris Phillips, Interim City Manager
Angela G. Stadler, City Clerk
William F. McLeod, City Attorney
Chuck Smith, Public Works Director

CALL TO ORDER.

Mayor Donecker called the meeting to order.

**INVOCATION BY REVEREND JAMES P. THARRINGTON, PASTOR OF
EVANGEL FELLOWSHIP CHURCH, 717 W. HARRISON STREET, REIDSVILLE
AND A CHAPLAIN AT THE REIDSVILLE POLICE DEPARTMENT.**

Rev. Tharrington provided the invocation.

PLEDGE OF ALLEGIANCE.

Mayor Donecker and Council then led in the Pledge of Allegiance.

PROCLAMATIONS & RECOGNITIONS:

RECOGNITION OF FEBRUARY AS BLACK HISTORY MONTH.

Mayor Donecker read the Black History Month Proclamation and asked Reverend James Tharrington if he would like to add his comments and accept the proclamation on behalf of Black History Month. (A COPY OF THE PROCLAMATION IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) Rev. Tharrington expressed his appreciation to the Mayor and the City Council on behalf of members of Reidsville's clergy and affirmed it is a time to celebrate the contributions and achievements of African-Americans. He said he is grateful for what has been but that he believes the best days lie ahead. Rev. Tharrington expressed his

appreciation to members of Council for their acknowledgement that African-Americans have contributed a great deal to this nation, as well as, to the beautiful City of Reidsville.

Rev. Tharrington said, secondly, he would like to add his appreciation to the Mayor and members of Council for the way they have led the community through the pandemic, affirming what a stellar job they have done at staying the course, keeping the community well informed and helping Reidsville to remain an All-America City. He said Reidsville may be one of the smaller cities in the great state of North Carolina but big things happen in Reidsville. He encouraged the Mayor and members of Council to keep up the good work.

RECOGNITION OF DOWNTOWN BUSINESS, HOUSE OF WAX.

Mayor Donecker read the House of Wax Proclamation and expressed his appreciation to the Gorham brothers for their leadership and efforts to make things better in downtown Reidsville. (A COPY OF THE PROCLAMATION IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) Waymon Gorham thanked the Mayor, Mayor Pro Tem and members of City Council, especially Reverend/Councilman Willie Hairston for the suggestion of the recognition. Waymon commented how pleased they are to have been a part of Reidsville's business district for almost 50 years. Ephraim Gorham stated as business owners, they continue to strive to make things better in Reidsville. Mayor Donecker thanked Ephraim for his service and leadership on the Reidsville Downtown Corporation Board, noting he had helped lead them out of a rocky period. Mr. Gorham said it was his pleasure.

Councilman Hairston thanked the brothers for everything they have done for Reidsville. (*CLERK NOTE: Problems with Councilman Hairston's audio made it hard to hear his comments.*)

Mayor Pro Tem Brown said when he moved to Reidsville 21 years ago, the House of Wax was a cornerstone in the downtown and even sponsored a girls' softball team. He said they have made contributions not only in Reidsville but also in the whole county.

Councilman Gorham said the brothers' contributions and all the hard work they put in has helped make Reidsville a "Bright and Shining Star". Councilmember Scoble agreed and said they are a "star" in downtown Reidsville. She said she has always appreciated their participation, enthusiasm and it is a joy to see them and everything they have done not only in downtown but all of Reidsville.

Councilwoman Sherri Walker thanked the brothers for all the years they had helped keep her Daddy looking good in those wonderful hats he bought at House of Wax.

Councilman Festerman said he would like to thank the brothers for giving Councilman Gorham a place to hang out, which drew laughter from those attending, and the Mayor added that it keeps him off the street. Councilman Festerman laughed, saying he always knows where he can find him. Councilman Gorham laughed and agreed.

RECOGNITION OF THE HARD WORK AND DEDICATION DISPLAYED BY CONE HEALTH FRONTLINE WORKERS.

Mayor Donecker read the Proclamation and asked Annie Penn Hospital President Cindy Farrand to share a few words. (A COPY OF THE PROCLAMATION IS HEREIN INCORPORATED

AND MADE A PART OF THESE MINUTES.) President Farrand expressed her pride and heartfelt appreciation to all Cone Health/Annie Penn staff for their resilience, commitment and the ability to adapt well in the face of significant stress, change and uncertainty. She said at the beginning of COVID, there was a lot of fear of taking the virus home to their families and that through leadership, they have moved through the last year to protect them by learning more about how to treat patients with COVID, how to protect each other and visitors while gaining a little more of a comfort level. She said there may be another peak but currently the numbers are going down.

President Farrand shared her appreciation for all of the Annie Penn staff, including: the over 400 traveling nurses who make sure those at home recovering from COVID are cared for; the housekeeping staff that clean and sanitize rooms; the dietary staff; respiratory staff; and so many more with everyone playing an important role. She said she is proud of her team and what they have been able to accomplish, reiterating what the Mayor has referred to as “Healthcare is a calling”. She stressed how much they all appreciate the tremendous support from the Community and that this recognition goes a long way and helps inspire them to continue on doing what they do best, which is caring for this community. Mayor Donecker ended by saying that Annie Penn Hospital is the “crown jewel” of the City of Reidsville.

Mayor Pro Tem Brown said he knows first-hand how vital the staff of Annie Penn is to the community. He said he has served on the hospital advisory board and personally misses those face-to-face meetings and meals.

Councilmember Scoble said she hates it has taken a pandemic to recognize the important role of hospital staff to the community. Councilman Gorham said he wanted to extend a “THANK YOU” in all caps.

RECOGNITION OF REIDSVILLE POLICE OFFICER JORDAN DIXON AND THE REIDSVILLE FIRE DEPARTMENT FOR THEIR EFFORTS IN LOCATING AND CONTAINING A RECENT FIRE IN DOWNTOWN REIDSVILLE.

Several members of the Reidsville Police and Fire Departments were present including Officer Jordan Dixon while Mayor Donecker read the proclamation honoring their efforts to combat a recent fire in the downtown area. (A COPY OF THE PROCLAMATION IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) Officer Dixon thanked the Mayor and members of Council for the recognition.

Mayor Pro Tem Brown thanked the members of both departments on their contributions, hard work and dedication to the City. He said he was proud of all of them and that they are “first rate”.

Chief David Bracken recommended they continue to work together and that coming together is what it is all about, putting their training into practice. He applauded the support of City Council and said everything we do is as a team in Reidsville.

Chief Robert Hassell echoed Chief Bracken’s comments and said he is proud of Officer Dixon and the firefighters’ professionalism and that they are a representative sample of Reidsville’s Police and Fire Departments.

APPROVAL OF MINUTES:

CONSIDERATION OF JANUARY 12, 2021 REGULAR MEETING MINUTES.

Councilman Gorham made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to approve the January 12, 2021 Regular Meeting Minutes.

PUBLIC HEARINGS:

CONSIDERATION OF A TEXT AMENDMENT TO ALLOW PET GROOMING IN THE NEIGHBORHOOD BUSINESS ZONING DISTRICT WITH THE NOTE 34.

In making the staff report, Community Development Manager Donna Setliff explained that Stacey Richmond has requested that the City's Zoning Ordinance be amended to allow pet grooming as a principal use in Neighborhood Business. The use is already allowed in Central Business, General Business and Highway Business, Setliff said, as noted in her report. Staff is recommending the change, which was also unanimously recommended by the Planning Board, she stated.

Setliff's memo dated January 28, 2021 follows:

MEMORANDUM

TO: The Honorable Mayor Donecker and Members of the
Reidsville City Council
FROM: Donna H. Setliff, Community Development Manager
DATE: January 28, 2021
RE: Text Amendment T 2021-01

Stacey Richmond requests the Zoning Ordinance be amended to permit pet grooming as a principal use in Neighborhood Business. Pet Grooming is a low key business which would be compatible with other Neighborhood Businesses. Currently, pet grooming is allowed in Central Business, General Business and Highway Business with the listed criteria. The criteria would be the same in Neighborhood Business.

Criteria:

- Services shall be limited to dogs and cats.
- Exterior pen and runs are prohibited.
- Pet training is prohibited.
- Leg banding, microchip services or other related uses are prohibited.
- Overnight services are prohibited.
- Establishment shall obtain all applicable Federal, State and Local licenses and permits required by law.
- No unreasonable noise or odor can be detected off the premises.
- An interior pet waste collection station shall be installed for customer use.

Additionally, pet grooming is permitted as an accessory to other uses. A retail pet supply store and a veterinary hospital can offer pet grooming as an accessory to the businesses.

In my Planner's opinion, pet grooming as a principal use is a suitable and desirable use for Neighborhood Business zoned properties. If approved the use would be allowed under the same criteria as the other districts.

The Planning Board considered the request and unanimously recommended to City Council the Text Amendment be approved.

Enclosure (END OF MEMO)

The Mayor opened the public hearing at 6:22 p.m.

Ms. Stacey Richmond, 396 High Rock Road, Gibsonville, NC, came forward and said she would like the opportunity to open a pet grooming shop.

There were no questions from Council, but Councilman Festerman said he was very familiar with Ms. Richmond's work and felt she will perform an outstanding service.

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

Councilman Gorham made the motion to approve Text Amendment T 2021-01, which was seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote.

The Text Amendment as approved follows:

Amendment T 2021-01

AMENDING THE CITY OF REIDSVILLE ZONING ORDINANCE

**AN ORDINANCE AMENDING
ARTICLE V, DISTRICT REGULATIONS
SECTION 2, TABLE OF PERMITTED USES
OF THE CITY OF REIDSVILLE ZONING ORDINANCE**

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

Part I. That Article V, Section 2, Table of Permitted Uses is amended by inserting Pet Grooming as a permitted use in Neighborhood Business with the Note 34.

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 _____, 2021 by the City Council of the City of Reidsville, North Carolina.

/s/ _____
JOHN M. "JAY" DONECKER, MAYOR, REIDSVILLE, N.C.

/s/ _____
Angela G. Stadler, City Clerk

(End of Public Hearings)

CONTRACTS:

CONSIDERATION OF SOLE-SOURCING GENERATORS FOR THE LASTER SEWER LIFT STATION RELOCATION PROJECT AND THE RURAL READY SITE PROJECT OFF DIESEL DRIVE AS ALLOWED PER NCGS. 143-129(E)(6).

In making the staff report, Public Works Director Chuck Smith said before Council tonight is a request to approve sole sourcing of the Blue Star Power System generators for the Laster Sewer Lift Station Relocation Project and the Rural Ready Site Project off Diesel Drive as outlined in his January 21, 2021 memo. (A COPY OF SMITH'S MEMO IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) He said this is allowed by general statute, NCGS 143-129(e)(6). He said staff was presenting this to Council tonight because of the City's long-term cost savings and operational efficiency goals and to standardize this equipment. It allows staff to have cost savings, they would not be buying as many parts, and it helps with long-term maintenance and operation of the equipment as staff is more familiar with it, he explained.

The Mayor asked if there were any questions about this? None were given. The Mayor asked the attorney what should the motion include to allow this to go forward? City Attorney Bill McLeod Jr. recommended Council take the staff recommendation as included in the packets.

It was recommended that motion be that City Council approve the sole sourcing of Blue Star Power Systems Inc. generators for the Laster Sewer Lift Station Relocation Project and the Rural Ready Site Project off Diesel Drive per G.S. 143-129(e)(6). Councilmember Scoble stated, "so moved," which was seconded by Councilman Gorham and unanimously approved by Council in a 7-0 vote.

Councilman Festerman asked Smith under the description, which one of those exceptions applies, 1, 2 or 3? Smith said standardization or compatibility is the overriding consideration for this. The Councilman then asked if there were any other bidders for this? Smith said, no, the purpose of this is to sole source so we would only accept the Blue Star Power Systems as our generators for these two projects. Smith added that the bids for these projects mentioned have not yet been approved by Council at this point. The Mayor referenced the general statute cited as (e)(6). Councilman Festerman said his questions had been answered.

CONSIDERATION OF AWARDED REIDSVILLE RURAL READY SITE UTILITY PROJECT NEAR DIESEL DRIVE.

In presenting the staff report, Public Works Director Chuck Smith brought in Glynn Fleming with WithersRavenel, which is the City's engineering consultant firm on this project.

City staff is asking City Council to award the Rural Ready Site Utility Project to Triangle Grading and Paving Inc., in the amount of \$1,320,000.00, Smith said. He referenced the memo in Council's packets. (A COPY OF THE MEMO/LETTER DATED FEBRUARY 2, 2021 FROM JOHN AKERS OF WITHERSRAVENEL IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) The Public Works Director said WithersRavenel did quite a bit of valued engineering for the City as the bids came in much higher than our budget, and they have been very diligent and we appreciate their efforts in working with the contractor to redesign this site and eliminate some things while still making the site work. He asked Mr. Fleming if he wanted to elaborate on that.

Mr. Fleming said Public Works Director Smith summed it up pretty nicely. He said the bids were received in November, and all came in high and in excess of the City's available funding. At the request of staff, we did enter into discussions with the low bidder, which was Triangle Grading and Paving out of Burlington and was able to whittle this down to an amount that fits within the City's existing funding award but managed to hold to the initial intent of the project, Mr. Fleming said, which was to deliver functional utilities to the site for future development. So, with some adjustments in quantities, they were able to get it down to an amount that fits and is the recommendation of award before Council this evening, he added.

Councilmember Scoble said Council just got through voting on sole sourcing on Blue Star Power Systems, specifically for generators for sewer lift stations, but in this one, we are going to eliminate the generator for the lift station. In one thing we need it so badly, and in another, we are going to eliminate it, she noted, adding that she doesn't understand that. Why is it not important in this project, the Councilmember asked. Mr. Fleming said he wouldn't say it is not important, a permanent stand-by generator is typically a necessary component for a pump station. He said they have eliminated the generator temporarily to fit within the funding award; however, they have already submitted a pre-application to the Department of Commerce for additional grant funding to try and restore some of these items back into the job, one of which would be the permanent stand-by generator. He said they do think it is important and want to add it back in as soon as possible and think they have a vehicle to do that. Councilmember Scoble said, so, it will come back to the Council in the future to approve it because it is something that is needed but we're just trying to reduce it for this grant? Mr. Fleming said, yes, that is correct. The Mayor added, to stay within budget, basically.

With no other questions from Council, Mayor Donecker said he would entertain a motion to award the Reidsville Rural Ready Site Utility Project near Diesel Drive, to which Councilmember Scoble said "so moved". The motion was seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote.

PUBLIC COMMENTS.

No one came forward.

CITY MANAGER'S REPORT.

Interim City Manager Chris Phillips reviewed his City Manager's Report, which follows:

MEMORANDUM

TO: The Honorable Mayor Donecker and Members of Reidsville City Council
FROM: Chris Phillips, Interim City Manager
SUBJ: City Manager's Monthly Report
DATE: February 9, 2021

1. Council Retreat
 - a. We believe that the Council Retreat held electronically went well, and we were able to cover a lot of ground in a fewer number of hours. We will take what we have learned and apply it as we prepare for the upcoming budget work sessions and future retreats.
2. ABC Board
 - a. One of the items discussed at the retreat was the compensation and term limits for ABC Board members. The motion approved at the retreat has been sent to the City Attorney for review. If necessary, the motion may need to be revisited during this month's meeting.
3. City of Reidsville YouTube Channel
 - a. We encourage you all to go to the City of Reidsville's YouTube Channel and look at the economic development and quality of life segments that can be found there. Please subscribe to the channel if you haven't already done so; as the number of subscribers increases, the channel becomes eligible for expanded features. Tell you friends and family members about the channel as well. (END OF REPORT)

Phillips discussed the recent virtual Council Retreat briefly, talking of how everyone was engaged, how well it went and how it will help start the process for next year. He noted that those sessions are available for reviewing on the City of Reidsville's YouTube Channel.

The second items on his report dealt with the ABC Board motion, which had been approved at the Retreat but was sent to the City Attorney for review. Mayor Donecker read aloud the revised motion, which follows:

While members of the ABC Board may meet as many times a year as needed, board members will only be compensated for up to 12 meetings per year at \$50.00 per meeting with each appointment limited to two consecutive, full three-year terms. Members can fill unexpired terms before serving two consecutive terms but must wait at least one year before serving again.

Mayor Donecker made the motion, seconded by Councilmember Scoble, to approve the revised motion.

Councilman Festerman asked if Council needs to address chairman compensation? City Attorney McLeod informed Council that they have the ability to either set compensation for each individual board member, keep it the same across the board or give the same or higher amount to

the chairman. Councilwoman Walker asked what the Planning Board does. Each Planning Board member is given a \$25 monthly stipend prior to the change made at the latest Council Retreat. Councilman Festerman said he was okay with everyone on the ABC Board being paid the same.

The motion then passed in a 7-0 vote.

Approval of Resolution Authorizing and Approving Sale of a Portion of Property Located at Iron Works Rd & 278 Reid Lake Rd to the North Carolina Department of Transportation for Project # 17bp.7.Row.124

Interim City Manager Phillips apologized that the information for this item was not included in the agenda packet. He explained that NCDOT needs to purchase the right of way on Iron Works Road from the City and is offering \$1,950 for the right of way. Phillips said he needed City Council approval since this is considered a sale of land.

Councilman Festerman made the motion to approve, seconded by Councilman Gorham and unanimously approved in a 7-0 vote.

The accompanying Resolution as approved follows:

**Resolution Authorizing and Approving Sale of a Portion of
Property Located at Iron Works Rd & 278 Reid Lake Rd to the
North Carolina Department of Transportation for
Project # 17bp.7.Row.124**

WHEREAS, the City of Reidsville owns property located at Iron Works Rd and 278 Reid Lake Rd Parcel #139021 & Parcel # 180465, said property being shown on the attached map, for which the City has no governmental or other public need;

WHEREAS, the North Carolina Department of Transportation has offered to purchase a portion of said property for Right of Way, Permanent Utility Easement, Permanent Drainage Utility Easement, and Temporary Construction Easement for the amount of \$ 1,975.00 which amount, in the opinion of the City Council, is fair and reasonable.

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

That pursuant to N.C.G.S. Section 160A-274(b), the sale of the above mentioned property in the amount of \$1.975.00 is hereby approved and the sale of land to the North Carolina Department of Transportation is hereby authorized; and the Mayor and City Clerk are hereby authorized to execute on behalf of the City of Reidsville a proper deed to convey said property.

This the 9th day of February, 2021.

By: John M. "Jay" Donecker
Mayor, City of Reidsville

February 9, 2021

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

(CITY SEAL)

COUNCIL MEMBERS' REPORTS.

Mayor Pro Tem Brown – Mayor Pro Tem Brown said he would like to compliment Reidsville Interim City Manager Chris Phillips and the entire City Staff regarding a job well done pertaining to the recent Budget Retreat. He said he realizes it is hard work preparing for the annual meeting but that it went very smoothly and about as good as it could possibly go.

Councilman Gorham – Councilman Gorham said on January 17, he was part of a ZOOM virtual event honoring Stacey Abrams, which was sponsored by Averett University and the AKA sorority; had virtually watched the MLK Jr. Unity Breakfast, streamed from Zion Baptist Church, on January 18; was present at the MLK Jr. event held on the steps of the Reidsville Police Department on January 18; watched the MLK Jr. event virtually from Elm Grove Baptist Church on January 18 and the NAACP teleconference meeting on January 19; virtually participated in the Planning Board meeting on January 20; attended virtually the second day of the RDC retreat teleconference on January 27 and the Council Budget Retreat on January 29-30; participated in the Eggs & Issues forum sponsored by the Reidsville Area Foundation on February 4; and the closed session on February 4.

Councilmember Scoble – Councilmember Scoble said she had virtually attended the MLK Breakfast on January 18; had witnessed the peaceful transfer of power to President Biden and Vice President Harris on TV on January 21; had received her first COVID vaccine on January 26; had attended the Chamber Board meeting on Zoom January 27; the Council Retreat and the Women in Municipal Government conference call regarding Congress to direct fiscal relief to all cities effected by COVID-19 on January 29; the Council Retreat on January 29 & 30; had reviewed and researched the retreat materials on February 1-3 and then attended the Council special meeting on February 4.

Councilman Hairston – Councilman William Hairston gave a brief report, including that he had attended the virtual MLK breakfast and the services at Elm Grove Baptist Church.

Councilwoman Walker – Councilwoman Walker asked Councilman Festerman to “hang on”, that in nine years this had never happened and said she had no report.

Councilman Festerman – Councilman Festerman said he would like to piggy-back on the comments made by Mayor Pro Tem Brown with regard to Interim City Manager Chris Phillips and City staff. He said he has had the good fortune to attend numerous retreats but this one was one of the best run, in his opinion. He said he was pleased that the Mayor had recognized Reidsville’s Police and Fire Departments and their efforts with handling the recent fire in Reidsville’s downtown. He said their quick response saved at least one block of downtown and said he is extremely proud of the actions of the men and women in these departments.

Mayor Donecker -- Mayor Donecker asked Chamber President Diane Sawyer to give her report. Sawyer talked briefly of the Chamber's capital improvement plan, the first project which included a new HVAC for the building this past Monday with future projects being a new roof and awning. She thanked Council for its support of the Chamber and everything it does. She discussed several upcoming events, including a Blitz event coming up on Feb. 19 and the Annual Awards event, which will be in March. She said they are still working on the method, but it may be similar to the MLK breakfast. Nomination forms will be coming out this week for the awards. She noted that Councilman Gorham did a phenomenal job representing the Council on the Eggs & Issues event. She briefly discussed the Family Forward program and what it entails, which the Chamber will be doing in partnership with the Partnership for Children and the Reidsville Area Foundation. She said the Chamber has ten new members, including Stacey Richmond. She noted that the Mayor had asked her to give the annual Chamber report next month.

The Mayor asked Interim City Manager Phillips if there was a need for a closed session tonight?

MOVE TO GO INTO CLOSED SESSION TO DISCUSS ECONOMIC DEVELOPMENT PURSUANT TO NCGS 143-318.11(A)(4).

Phillips noted that there is no need for a closed session tonight. He said if any items to be considered can't wait until next month, we may get Council together for a special meeting.

Councilman Gorham said he would like to emphasize what a good job Interim City Manager Chris Phillips is doing and that they haven't missed a beat. He said they have had a couple of tight situations since City Manager Mitchell's departure and Phillips has been a real trooper a true professional and "on point". Members of Council agreed with Councilman Gorham's comment.

Return to Council Member Reports.

Mayor Donecker – Mayor Donecker said he had a few items he would like to add, including that members of Council have whittled the amount of applicants for the City Manager position down to 15. He said the NCLM had recently held a Fiscal Responsibility Program where he participated in the roundtable sharing information and was able to make some good points provided by Interim City Manager Phillips and the finance department. The Mayor also asked those attending to take note if they travel McCoy Road to look for the new kayak/canoe access point to Lake Reidsville just past the bridge on the right. He concluded by reminding everyone to continue to wear a mask and to social distance, that the end is in sight and that now is not the time to give in.

MOTION TO ADJOURN.

Councilman Gorham then made the motion, seconded by Councilman Festerman and unanimously approved by Council in a 7-0 vote, to adjourn at approximately 6:53 p.m.

John M. "Jay" Donecker, Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC, City Clerk

**MINUTES OF THE SPECIAL MEETING
OF THE REIDSVILLE CITY COUNCIL
HELD THURSDAY, FEBRUARY 18, 2021 AT 9:00 A.M.
ELECTRONICALLY VIA ZOOM**

*(The open portion of this meeting was available to the public via the City of Reidsville's
YouTube Channel and via telephone for those without Internet connection.)*

CITY COUNCIL MEMBERS PRESENT: Mayor John M. "Jay" Donecker
Mayor Pro Tem Harry L. Brown
Councilman James K. Festerman
Councilman Donald L. Gorham
Councilman William Hairston
Councilmember Terresia Scoble
Councilwoman Sherri G. Walker

COUNCIL MEMBERS ABSENT: NONE

CITY STAFF PRESENT: Chris Phillips, Interim City Manager
Angela G. Stadler, City Clerk
Rhonda Wheeler, IT Director *(Present during open session)*

Mayor Donecker called the special meeting to order. All Council members were shown on screen, along with visitors Ms. Heather Lee, Ms. Holly Danford and Mr. Mike Ruffin with Developmental Associates.

The Mayor noted that the special meeting for a closed session pertaining to personnel pursuant to NCGS 143-318.11(a)(6) had been previously announced. He asked for a motion to go into closed session.

MOTION TO GO INTO CLOSED SESSION.

Councilman Gorham made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to go into closed session to discuss personnel pursuant to NCGS 143-318.11(a)(6).

RETURN TO OPEN SESSION.

Upon return to open session, Council members decided to recess to reconvene on Saturday morning, February 20, 2021, again via Zoom, because of technical difficulties brought on by the day's ice storm event.

Both Councilmembers Scoble and Walker had lost their Internet connection but were available at this point by phone.

MOTION TO RECESS AND RECONVENE.

Councilman Gorham then made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to recess and reconvene at 9 a.m. on Saturday, February 20, 2021.

ATTEST:

John M. "Jay" Donecker, Mayor

Angela G. Stadler, CMC/NCCMC, City Clerk

**MINUTES OF THE SPECIAL MEETING
OF THE REIDSVILLE CITY COUNCIL
HELD SATURDAY, FEBRUARY 20, 2021 AT 9:00 A.M.
ELECTRONICALLY VIA ZOOM**

*(The open portion of this meeting was available to the public via the City of Reidsville's
YouTube Channel and via telephone for those without Internet connection.)*

CITY COUNCIL MEMBERS PRESENT: Mayor John M. "Jay" Donecker
Mayor Pro Tem Harry L. Brown
Councilman James K. Festerman
Councilman Donald L. Gorham
Councilman William Hairston
Councilmember Terresia Scoble
Councilwoman Sherri G. Walker

COUNCIL MEMBERS ABSENT: NONE

CITY STAFF PRESENT: Chris Phillips, Interim City Manager
Angela G. Stadler, City Clerk
Rhonda Wheeler, IT Director *(Present
during open session)*

Mayor Donecker called the special meeting to order, which had been recessed and reconvened from Thursday, February 18, 2021 due to bad weather. All Council members were shown on screen, along with visitors Ms. Heather Lee, Ms. Holly Danford and Mr. Mike Ruffin with Developmental Associates.

The special meeting included a closed session pertaining to personnel pursuant to NCGS 143-318.11(a)(6). The Mayor asked for a motion to go into closed session.

MOTION TO GO INTO CLOSED SESSION.

Councilman Gorham made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to go into closed session.

RETURN TO OPEN SESSION.

Upon return to open session, Councilman Gorham made the motion, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, adjourn.

ATTEST:

John M. "Jay" Donecker, Mayor

Angela G. Stadler, CMC/NCCMC, City Clerk



The City of
Reidsville

North Carolina

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

Donna H. Setliff, CZO
Community Development Manager

TO: The Honorable Mayor Donecker and Members of the
Reidsville City Council
FROM: Donna H. Setliff, Community Development Manager *DHS*
DATE: February 24, 2021
RE: Docket No. Z 2021-01

The applicant is requesting approximately 17-acres be rezoned from Residential Agricultural-20 to Residential-12 located between Barnes Street and Holiday Loop Road. The site is mostly undeveloped with one single family dwelling facing Holiday Hoop Road. The area to the northwest is Highway Business and has developed commercially. The area to the southwest is zoned Light and Heavy Industrial. The Reidsville Veterinary Office is located on the Light Industrial parcel and CleanEarth is located on the Heavy Industrial parcel. The area to the immediate northeast is mostly undeveloped with a few residential structures. Further northeast are industrial uses. The immediate southeast is within the Rockingham County zoning jurisdiction. The area is mostly undeveloped.

If rezoned to Residential-12, the property would remain residential in nature consistent with the current zoning. Residential Agricultural-20 is Reidsville's lowest residential density classification with Residential-12 being our medium residential density classification. The permitted uses are very similar except Residential Agricultural-20 does not permit multi-family. Of course, Residential Agricultural-20 requires larger parcels than Residential-12. In my Planner's opinion the property would not be developed as Residential Agricultural-20 as the residential uses are single family and duplexes. This is an area suitable for multi-family as allowed in Residential-12. Note this is a general use rezoning. Therefore, all uses of Residential-12 would be allowed. Residential-12 is a suitable transition zone between the commercial zoning to the northwest and the lower residential density area to the southeast.

Public water and sewer is available. However, part of the property is outside the City Limits, thus to connect to public water and sewer the property owners will need to voluntarily annex the property into the City. The property has road frontage on Barnes

February 24, 2021

Page 2

Street and Holiday Loop Road allowing good access to either streets. I will note that this property is within the Jordan Lake Watershed. Per the aerial view, there seems to be a creek on the property. If so, the Jordan Lake Rules require that a Riparian Buffer of 50' be on both sides of the creek.

It is consistent with the Comprehensive Plan as one of the strategies encourages the development of high and medium density residential through flexible planning.

The Planning Board favorably recommended the rezoning request to City Council.

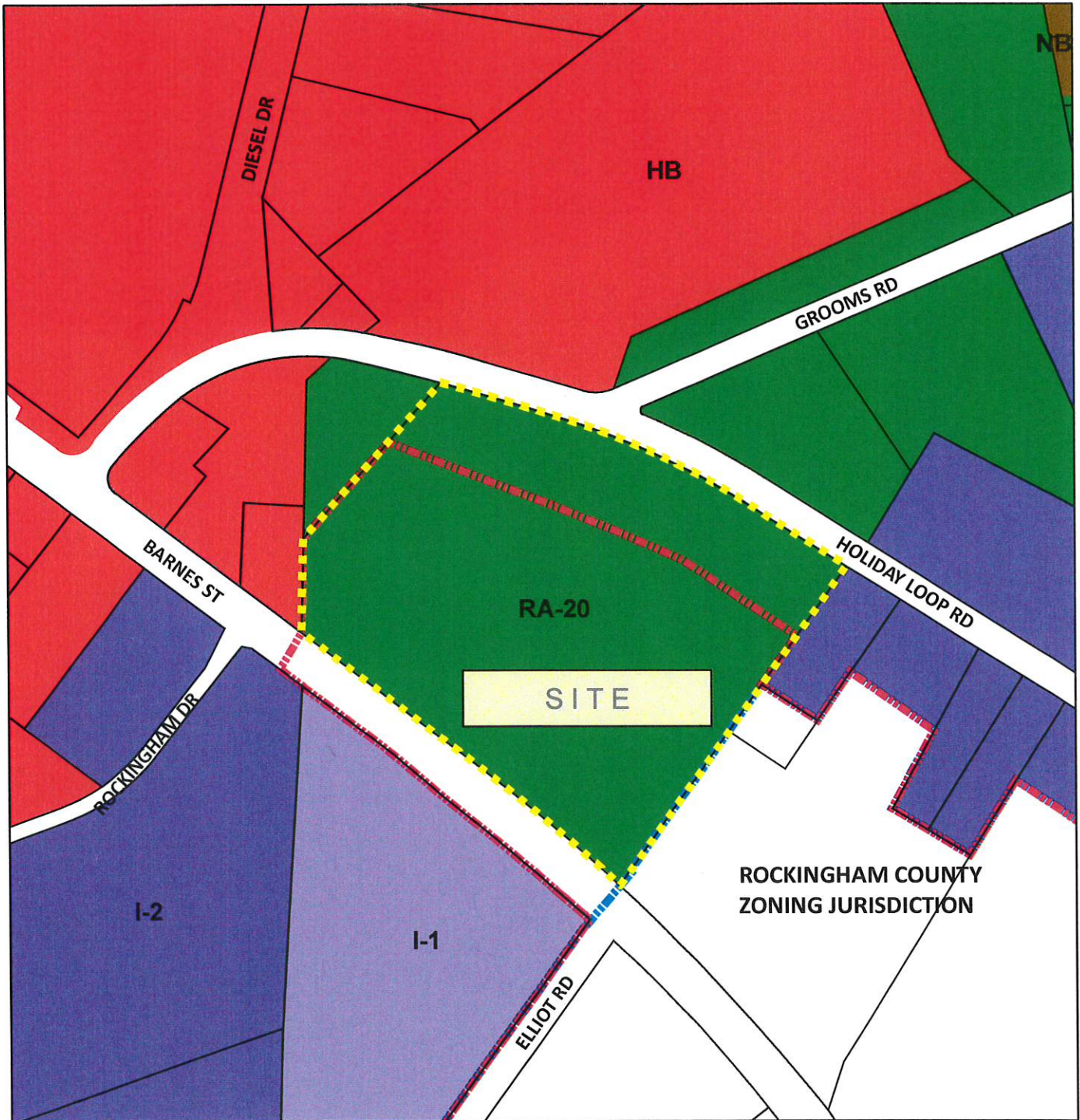
SUGGESTED MOTION

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

Request: RA-20 to R-12

Docket No.: Z 2021-01

City of Reidsville, NC Zoning Map



ZONING DISTRICTS

C
O & I
CB
NB

GB
HB
I-1
I-2
R-6

R-12
RS-12
R-20
RA-20

City Limits
ETJ Boundary



Prepared By:
City of Reidsville GIS
Donna Setliff
Date: 2/24/2021

City of Reidsville, NC Aerial Map



Prepared By:
City of Reidsville GIS
Donna Setliff
Date: 2/24/2021



City of Reidsville, North Carolina

Department of Community Development

230 West Morehead Street

Reidsville, NC 27320

336-349-1065

Application for Rezoning

Date Submitted: _____ Application No.: Z 2021-01

APPLICANT INFORMATION:

Name: TSH Acquisition, LLC

Address: 1101 Ivey Road City/State/ZIP: Reidsville, NC 27320

Daytime Telephone No.: (336) 609-5136

PROPERTY OWNER INFORMATION:

Names: James Robert Stanfield & wife, Dee Ann Brown Stanfield

and The Houston W. Stanfield, Jr. Irrevocable Trust

Address: 1618 Barnes Street City/State/ZIP: Reidsville, NC 27320

Daytime Telephone No.: (336) 342-2011

PROPERTY INFORMATION:

County Property Identification Number (PIN): A portion of 174023Z1 and 174023Z2

Property size in acres (sq. ft. if less than one (1) acre): 17± (to be determined by survey)

Property street location: 2308 Holiday Loop Road

Current use of property: Vacant

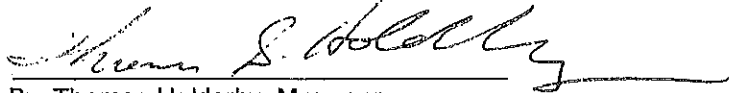
Existing Zoning District: RA-20

Requested Zoning District: R-12

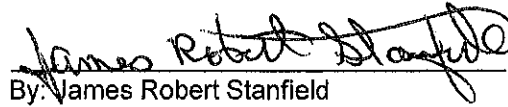
CERTIFICATION

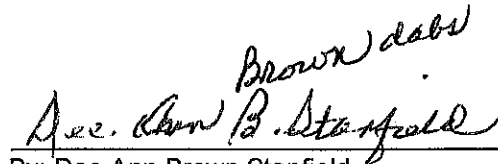
I hereby request the Planning Board to consider this rezoning application and to make recommendations to the City Council to amend the Zoning Map. I certify that all information provided by me is accurate to the best of my knowledge.

TSH Acquisition, LLC


By: Thomas Holderby, Manager

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


By: James Robert Stanfield


By: Dee Ann Brown Stanfield

By: Christy S. Almond, Trustee for The Houston
W. Stanfield, Jr. Irrevocable Trust

CERTIFICATION

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

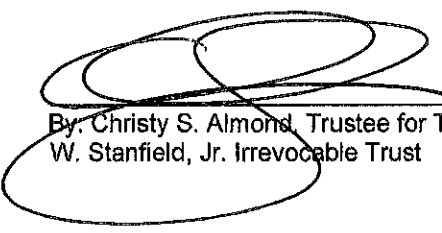
TSH Acquisition, LLC

By: Thomas Holderby, Manager

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

By: James Robert Stanfield

By: Dee Ann Brown Stanfield

 1-8-2021
By: Christy S. Almond, Trustee for The Houston
W. Stanfield, Jr. Irrevocable Trust

REZONING REQUEST STAFF REPORT

DOCKET NO.: Z 2021-01

STAFF: Donna H. Setliff, Community Development Manager

PETITIONER: TSH Acquisition, LLC

OWNER(S): James Robert Stanfield, Dee Ann Brown Stanfield and the Houston W. Stanfield, Jr. Irrevocable Trust

REQUEST: To change the zoning of the 17-acre +/- lot from Residential Agricultural-20 to Residential-12 (RA-20 to R-12)

LOCATION: 2308 Holiday Loop Rd (17-acre +/- lot between Holiday Loop Rd and Barnes Street)

PUBLIC NOTICE MAILED: January 25, 2021

PUBLIC NOTICE POSTED ON PROPERTY: January 28, 2021

PUBLIC NOTICE PUBLISHED IN NEWSPAPER: January 31, 2021

SITE INFORMATION

Tax Parcel Number(s): 174023Z1 & 174023Z2

Site Acreage: 17 acres +/-

Current land uses: Mostly undeveloped with one residential structure.

Availability of Water and Sewer: Public water and sewer is available. However, to utilize this service the area of this property outside the city limits will have to be voluntarily annexed by the property owner(s).

Is the site located in the watershed? Jordan Lake Watershed

Is the site located within a floodplain? No

Is the site located within a historic district? No

What is the topography of the property? Relatively Flat

Is there a stream on the property? Possible

COMPABILITY ANALYSIS

North: Highway Business and Residential Agricultural-20

South: Light Industrial

East: Heavy Industrial and Rockingham County Zoning Highway Business

West: Highway Business and Heavy Industrial

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

COMMENTS: There is no Residential-12 zoning within the surrounding area. However, the property would remain residential in nature consistent with the current zoning. Residential Agricultural-20 is Reidsville's lowest residential density classification with Residential-12 being our medium residential density. In my Planner's opinion the parcel would not be developed as Residential Agricultural-20. Its location is suitable for a higher density residential classification, i.e. Residential-12, or a commercial zoning classification.

CONSISTENCY WITH ADOPTED PLANS

1. Would the granting of the rezoning request be in conformance with the City Comprehensive Plan Reidsville Reflections, 2010?

COMMENTS: Strategy 10-17 of the Comprehensive Plan encourages high and medium density housing development through the use of flexible planning and development techniques.

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

COMMENTS: The property would remain residential in nature consistent with the current zoning. Residential Agricultural-20 is Reidsville's lowest residential density classification with Residential-12 being the medium residential density classification. Residential Agricultural-20 does not permit multi-family. In my Planner's opinion the parcel would not be developed as Residential Agricultural-20 as said zoning only allows single family residential and duplexes. Its location is suitable for a higher density residential classification, i.e. Residential-12.

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

COMMENTS: No, the property has two street frontages, providing ample access to the site. Barnes Street and Holiday Loop Road are under capacity there. Either can handle the additional traffic.

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

COMMENTS: Yes, this area has grown commercially with some industrial. As previously stated, my Planner's opinion is this property would not develop as Residential Agricultural-20

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

COMMENTS: No

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

COMMENTS: No

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

COMMENTS: Can the property be developed as Residential Agricultural-20, probably yes but would it develop as Residential Agricultural-20, my Planner's opinion is no. The surrounding area has changed from undeveloped to commercial and some industrial.

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

COMMENTS: No

10. 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

The applicant is requesting approximately 17-acres be rezoned from Residential Agricultural-20 to Residential-12 located between Barnes Street and Holiday Loop Road. The site is mostly undeveloped with one single family dwelling facing Holiday Hoop Road. The area to the northwest is Highway Business and has developed commercially. The area to the southwest is zoned Light and Heavy Industrial. The Reidsville Veterinary Office is located on the Light Industrial parcel and CleanEarth is located on the Heavy Industrial parcel. The area to the immediate northeast is mostly undeveloped with a few residential structures. Further northeast are industrial uses. The immediate southeast is within the Rockingham County zoning jurisdiction. The area is mostly undeveloped.

If rezoned to Residential-12, the property would remain residential in nature consistent with the current zoning. Residential Agricultural-20 is Reidsville's lowest residential density classification with Residential-12 being our medium residential density classification. The permitted uses are very similar except Residential Agricultural-20 does not permit multi-family. Of course, Residential Agricultural-20 requires larger parcels than Residential-12. In my Planner's opinion the property would not be developed as Residential Agricultural-20 as the residential uses are single family and duplexes. This is an area suitable for multi-family as allowed in Residential-12. Note this is a general use rezoning. Therefore, all uses of Residential-12 would be allowed.

Public water and sewer is available. However, part of the property is outside the City Limits, thus to connect to public water and sewer the property owners will need to voluntarily annex the property into the City. The property has road frontage on Barnes Street and Holiday Loop Road allowing good access to either streets. I will note that this property is within the Jordan Lake Watershed. Per the aerial view, there seems to be a creek on the property. If so, the Jordan Lake Rules require that a Riparian Buffer of 50' be on both sides of the creek.

It is consistent with the Comprehensive Plan as one of the strategies encourages the development of high and medium density residential through flexible planning.

FINDINGS

The rezoning is consistent with the City's Comprehensive Plan and is reasonable and in the public interest of the community in that a Comp Plan Strategy encourages the development of high and median density residential with flexible planning.

SUGGESTED MOTION

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

R-12 Permitted Uses

Amendments through September 15, 2018

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

RA-20 Permitted Uses

Amendments through July 1, 2015

Accessory uses, including but not limited to fallout shelters, garages, guest houses, tool sheds, swimming pools	See Note 1
Agricultural uses, truck farms, excluding raising poultry or other livestock so as to create a nuisance to surrounding property owners	
Agritourism	Note 29
Automotive parking lots serving uses permitted in district in which lot is located	
Boarding, training and riding facility for horses	Requires SUP
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)	
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
Dwellings, two family	
Family care homes	See Note 6
Fences and walls	
Fire and police stations, emergency services	
Flammable gas for heating premises on which located	
Golf courses, except par three or miniature courses	
Home Occupations	See Note 2
Mobile homes / Manufactured housing (one per lot)	See Note 5
Mobile home park	Requires SUP
Modular Units (residential or commercial)	See Note 28
Nail Salon within the Home	Requires SUP
Nonconforming use, change or extension	Requires SUP
Nursery stock, greenhouses, (growing, cultivation)	
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	See Art. VI
Solar Energy System, Large Scales	Requires SUP
Storage, Class I combustible liquids in underground tanks only when installed by certified service person and which meet all requirements of fire prevention code	
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	

NOTIFICATION LIST FOR Z 2021-01							
	PIN	PARCEL NUMBER	NAME 1	NAME 2	ADDRESS	CITY	STATE ZIP
	891306287774	157430	BRADSHAW PATRICIA R		13231 US HIGHWAY 158	REIDSVILLE	NC 27320-9569
	891300177828	157387	HINA HOSPITALITY LLC		2205 BARNES ST	REIDSVILLE	NC 27320-8150
	891306279689	157429	GOINS JOSHUA MATTHEW	GOINS KATIE NELSON	2326 HOLIDAY LOOP	REIDSVILLE	NC 27320-8684
	891306382331	157471	BELLSOUTH TELEPHONE CO		1010 PINE ST 9E-L-01	ST LOUIS	MO 63101-2070
	891300163948	157383	JIN EDMUND	LU EVA	60 PARKWOOD DR	ATHERTON	CA 94027
	891300365613	157458Z1	YOUNG WILLIAM JARRELL		4026 NC HIGHWAY 150	REIDSVILLE	NC 27320-9707
	891306278542	157426	GOINS JOSHUA MATTHEW	GOINS KATIE NELSON	2326 HOLIDAY LOOP	REIDSVILLE	NC 27320-8684
	891300252830	157422	ELLIOTT ROAD LLC		401 N GREENE ST	GREENSBORO	NC 27401-2119
	891300188194	157392	PASS FRANKLIN D		2222 HOLIDAY LOOP	REIDSVILLE	NC 27320-8683
	891300260977	174024	REIDSVILLE VETERINARY	REALTY LLC	3202 BARNES ST	REIDSVILLE	NC 27320-8196
	891300274700	174023Z1	STANFIELD JAMES ROBERT	STANFIELD HOUSTON WILLIAM JR	504 MCCOY RD	REIDSVILLE	NC 27320-1727
	891300274700	174023Z1	STANFIELD JAMES ROBERT	STANFIELD HOUSTON WILLIAM JR	504 MCCOY RD	REIDSVILLE	NC 27320-1727
	891300274700	174023Z1	STANFIELD JAMES ROBERT	STANFIELD HOUSTON WILLIAM JR	504 MCCOY RD	REIDSVILLE	NC 27320-1727
	891300279203	157428Z1	PAGE EUGENE S	PAGE BARBARA B	1415 PAGETOWN RD	ELON COLLEGE	NC 27244
			TSH ACQUISITION, LLC		1101 IVEY RD	REIDSVILLE	NC 27320
			STANFIELD JAMES ROBERT	STANFIELD HOUSTON WILLIAM JR	1618 BARNES ST	REIDSVILLE	NC 27320



THE CITY OF
Reidsville
NORTH CAROLINA

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

NOTICE OF PUBLIC HEARING

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, March 9, 2021, at 6:00 p.m., in the Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a rezoning request for property bordering Barnes Street and Holiday Loop, specifically a portion of Rockingham County Parcel Nos. 174023Z1 and 174023Z2 from Residential Agricultural-20 (RA-20) to Residential-12 (R-12). James Robert Stanfield and his wife Dee Ann Brown Stanfield and The Houston W. Stanfield, Jr. Irrevocable Trust are owners of the property and TSH Acquisition, LLC submitted the application. (Z 2021-01)

A copy of the application further describing this request is available for public inspection in the Department of Community Development, City Hall, weekdays, from 8:30 a.m. to 4:30 p.m. by appointment. Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1066. Interested parties will be given the opportunity to address City Council during this public hearing.

This the 24th day of February, 2021.

Angela G. Stadler, CMC/NCCMC
City Clerk

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

**Publish Dates in the RockinghamNow: Wednesday, February 24, 2021
Wednesday, March 3, 2021**

"Live Simply. Think Big."



THE CITY OF
Reidsville
NORTH CAROLINA

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

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

TO THE HONORABLE MAYOR AND REIDSVILLE CITY COUNCIL:

I, Angela G. Stadler, CMC, Reidsville City Clerk, do hereby certify that notices of the public hearing considering a request to rezone property bordering Barnes Street and Holiday Loop, specifically a portion of Rockingham County Parcel Nos. 174023Z1 and 174023Z2, from Residential Agricultural-20 (RA-20) to Residential-12 (R-12) to be held March 9, 2021, at 6:00 p.m. in the Council Chambers, 230 West Morehead Street, Reidsville, North Carolina, were mailed by first-class mail on the 18th day of February, 2021 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 18th day of February, 2021.




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: Patricia R. Bradsher
Hina Hospitality, LLC
Joshua Matthew Goins & Katie Nelson Goins
Bellsouth Telephone Company
Edmund Jin & Eva Lu
William Jarrell Young
Elliott Road, LLC
Franklin D. Pass
Reidsville Veterinary Realty, LLC
James Robert Stanfield & Houston William Stanfield Jr.
Eugene S. Page & Barbara B. Page
TSH Acquisition, LLC

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

DATE: February 24, 2021

SUBJ: Public Hearing – March 9, 2021

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, March 9, 2021, at 6:00 p.m., in the Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a rezoning request for property bordering Barnes Street and Holiday Loop, specifically a portion of Rockingham County Parcel Nos. 174023Z1 and 174023Z2 from Residential Agricultural-20 (RA-20) to Residential-12 (R-12). James Robert Stanfield and wife, Dee Ann Brown Stanfield, and the Houston W. Stanfield Jr. Irrevocable Trust own the property and TSH Acquisition, LLC submitted the application. (Z 2021-01)

A copy of the application further describing this request is available for public inspection in the Department of Community Development, City Hall, on weekdays from 8:30 a.m. to 4:30 p.m. by appointment. Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1066. Interested parties will be given the opportunity to address City Council during this public hearing.

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“Live Simply. Think Big.”



The City of
Reidsville
North Carolina

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

Donna H. Setliff, CZO
Community Development Manager

MEMORANDUM

TO: The Honorable Mayor Donecker and Members of the
Reidsville City Council
FROM: Donna H. Setliff, Community Development Manager DHS
DATE: February 25, 2021
RE: Docket No. Z 2021-02

The City of Reidsville owns five parcel on Ware Street (see attached Zoning Map). It is being requested that said parcels be rezoned from Highway Business and Residential-12 to Heavy Industrial. The rezoning will allow expansion of Public Works services. The surrounding area is commercial/industrial except to the east where there are several dwellings. These dwellings face Vance Street but have rear yard frontage on Ware Street.

Traffic will be minor and no water or sewer will be needed for the Public Works expansion. The Comprehensive Plan states to plan for new city facilities to serve existing demands as well as future needs.

This rezoning would be a continuation of the existing Heavy Industrial zoning to the west of said rezoning parcels.

The Planning Board favorably recommended to Council the rezoning of the five parcels on Ware Street.

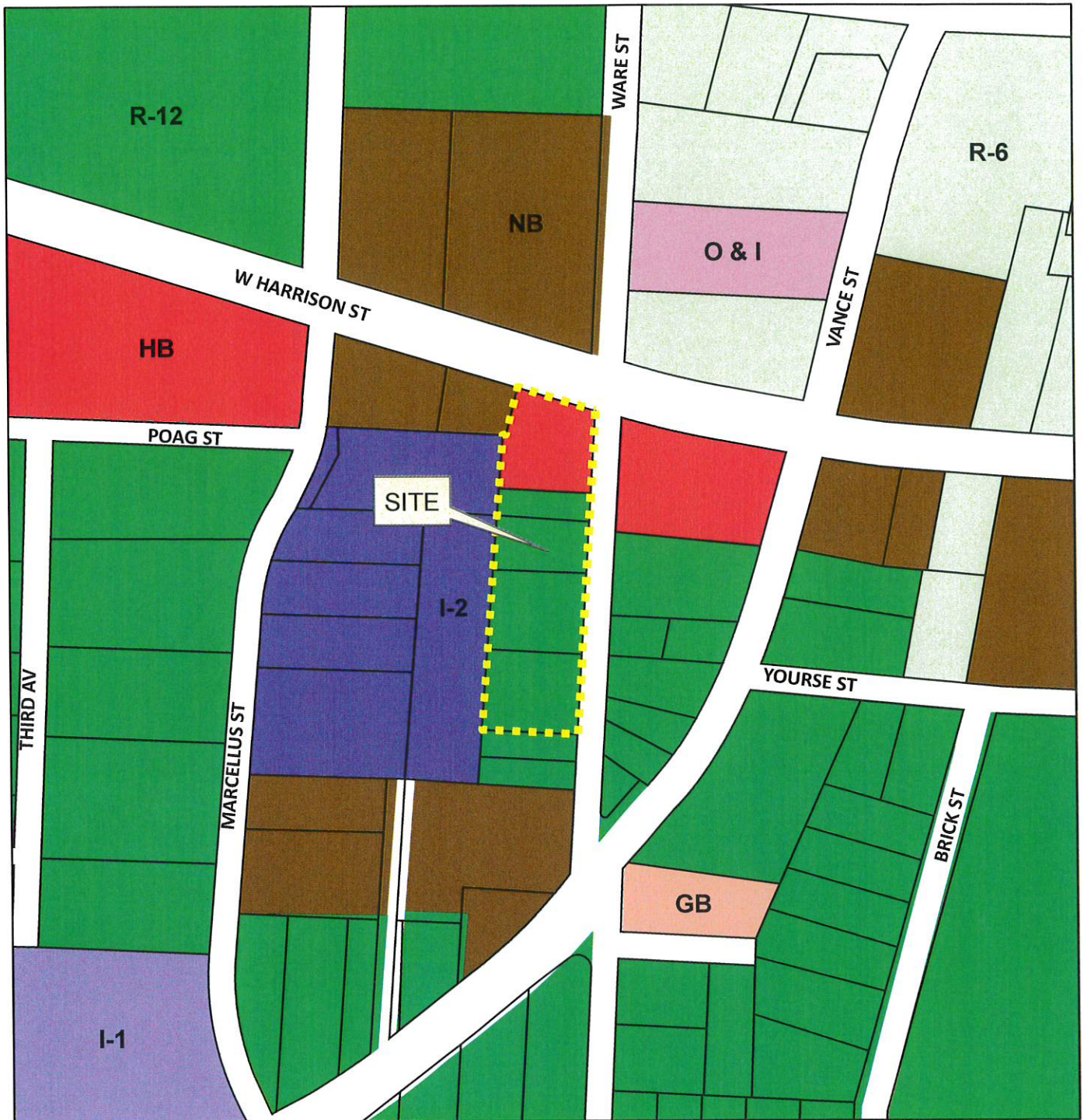
SUGGESTED MOTION

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

Request: R-12 and HB to I-2

Docket No.: Z 2021-02

City of Reidsville, NC Zoning Map

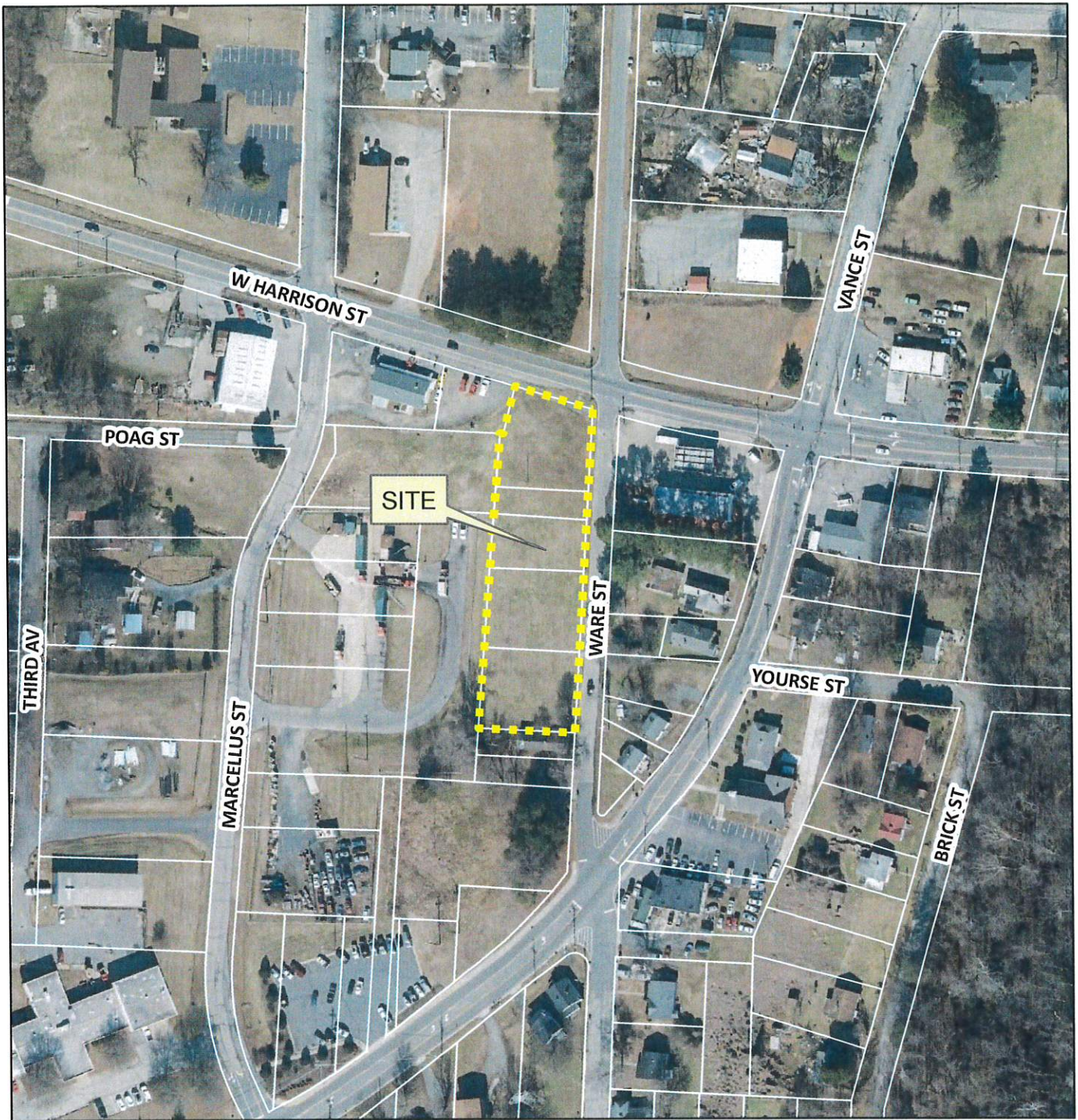


ZONING DISTRICTS		NB	I-2	R-20
C		GB	R-6	RA-20
O & I		HB	R-12	
CB		I-1	RS-12	



Prepared By:
City of Reidsville GIS
Donna Setliff
Date: 2/25/2021

City of Reidsville, NC Aerial Map



Prepared By:
City of Reidsville GIS
Donna Setliff
Date: 2/25/2021



City of Reidsville, North Carolina

Department of Community Development

230 West Morehead Street

Reidsville, NC 27320

336-349-1065

Application for Rezoning

Date Submitted: 1/15/21 Application No.: Z 2021-02

APPLICANT INFORMATION:

Name: CITY OF REIDSVILLE

Address: 230 W. MOREHEAD ST. City/State/ZIP REIDSVILLE NC 27320

Daytime Telephone No.: (336) 349-1047 STEVE MORAN, PE, CITY ENGINEER

PROPERTY OWNER INFORMATION:

Name: CITY OF REIDSVILLE - CHRIS PHILLIPS, INTERIM REIDSVILLE CITY MANAGER

Address: 230 W. MOREHEAD ST. City/State/ZIP REIDSVILLE NC 27320

Daytime Telephone No. : (336) 349-1055

PROPERTY INFORMATION:

County Property Identification Number (PIN): FIVE PARCELS

89040508-0266-0.23 AC
-0759-0.073 AC
-0755-0.14 AC
-0647-0.22 AC
-0538-0.22 AC

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

Property street location: WARE STREET - SEE ATTACHED GIS PRINTOUT

Current use of property: VACANT LOTS

ALL LOTS ARE RESIDENTIAL 12 (R-12) EXCEPT FOR PIN

Existing Zoning District: 890405080866 WHICH IS HIGHWAY BUSINESS (HB)

Requested Zoning District: ALL LOTS TO BE HEAVY INDUSTRIAL (I-2)

CERTIFICATION

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

Steve Moran

Signature of Applicant

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

Chris Phillips

Chris Phillips, Interim City Manager

Signature of Owner(s)

REZONING REQUEST STAFF REPORT

DOCKET NO.: Z 2021-02

STAFF: Donna H. Setliff, Community Development Manager

PETITIONER: City of Reidsville

OWNER(S): City of Reidsville

REQUEST: To rezone parcels from Residential-12 (R-12) and Highway Business (HB) to Heavy Industrial (I-2).

LOCATION: Ware St

PUBLIC NOTICE MAILED: January 25, 2021

PUBLIC NOTICE POSTED ON PROPERTY: January 28, 2021

PUBLIC NOTICE PUBLISHED IN NEWSPAPER: January 31, 2021

SITE INFORMATION

Tax Parcel Number(s): 143774, 143773, 143771, 143769 and 143775

Site Acreage: 0.88 Acres

Current land uses: Undeveloped

Availability of Water and Sewer: Public water and sewer is available.

Is the site located in the 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

COMPABILITY ANALYSIS

North: Neighborhood Business and Residential-6

South: Residential-12 and Neighborhood Business

East: Highway Business and Residential-12

West: Neighborhood Business and Heavy Industrial –I2

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

COMMENTS: Yes. The property is adjacent to a Heavy Industrial area and also has commercial property in the area zoned Highway Business or Neighborhood Business.

CONSISTENCY WITH ADOPTED PLANS

1. Would the granting of the rezoning request be in conformance with the City Comprehensive Plan Reidsville Reflections, 2010?

COMMENTS: Yes, Strategy 7-3 states to plan for new city facilities to serve existing demands as well as future needs.

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: Traffic impact will be low.

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

COMMENTS: No

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

COMMENTS: No

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

COMMENTS: No

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

COMMENTS: No

9. 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: Heavy loads may present more wear and tear on Ware Street. However, it is a City maintained street and will be handled by City street maintenance.

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: Minimal noise only during operational hours.

ANALYSIS AND STAFF RECOMMENDATION

The City of Reidsville owns and is requesting five parcels be rezoned from Highway Business and Residential-12 to Heavy Industrial. The parcels are located on Ware Street (see attached zoning map). This rezoning is to expand services of the Public Works Department. The surrounding area is commercial/industrial except to the east where several dwellings facing Vance Street have the rear yards on Ware Street.

Traffic will be minor and no water or sewer will be needed. The Comprehensive Plan states to plan for new city facilities to serve existing demands as well as future needs.

This rezoning would be a continuation of the existing Heavy Industrial zoning to the west of said rezoning parcels.

FINDINGS

The rezoning is consistent with the City's Comprehensive Plan and is reasonable and in the public interest of the community in that the plan states to prepare for new city facilities to serve existing demands as well as future needs.

SUGGESTED MOTION

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

I-2 Permitted Uses

Amendments through October, 2015

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 October, 2015

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 October, 2015

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	

R-12 Permitted Uses

Amendments through September 15, 2018

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

HB 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
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	
Antiques and gift retail sales	
Appliance distributors, wholesale and retail	
Arts and crafts supply and retail sales	
Art studio, art gallery and museum	
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 selling at retail, products produced on premises	
Bakeries, bottling works	
Banks, savings and loan and similar financial institutions	
Beach Bingo Parlors	See Note 11
Bicycle sales and repair	
Boatworks, marine sales, travel trailer sales, recreational vehicle and sales	
Book and stationery stores	
Building material sales and storage	See Note 7
Carnivals, ferris wheels, rides (temporary)	
Carpentry shops	See Note 7
Catering Establishments	
Churches, synagogues, temples and other places of worship (including preschool child instruction and/or care carried on by churches, provided the operation is contained entirely on site)	See Note 31
Cleaners	
Clothing sales	
Clubs and lodges, private, non-profit	
Clubs and place of entertainment (commercial)	See Note 17
Coal, coke, wood lots	See Note 7
Coffee Shop	
Community Center, profit or non-profit or assembly or recreation	
Compartmentalized storage for individual storage of residential and commercial goods	
Condominiums (Office and Commercial)	
Construction storage yards, lumber yards	See Note 7
Curb market, permanent	
Dairy bars including manufacturing of ice cream on premise	
Day care facility, children and adults with indoor activity area of at least 25 sq. ft. per person; for children outdoor play area of 75 sq. ft. per person and security fence at least 4 ft. high	
Drive-in restaurant	
Drive-in theater	Requires SUP

HB Permitted Uses

Amendments through September 15, 2018

Dwellings Permitted in Commercial Districts	Requires SUP
Exhibit Center/Event Center, not including recreational type events or spectator sport events	
Fabrication - light fabrication of items for sale on premises	Requires SUP
Fabrication of items not for retail sale on premises	Requires SUP
Feed, seed, fertilizer retail, no outdoor storage	
Fences and walls	
Fire and police stations, emergency services	
Flammable gas for heating premises on which located	
Fleamarkets and or sale of used goods when conducted within a permanent building (sale of used auto parts and accessories not permitted)	
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
Florists and gift shops	
Funeral Homes including Crematories as an accessory use	See Note 33
Furniture, retail sales	
Game Rooms	
Golf courses, par three, par two miniature courses	
Golf driving range	
Gymnasiums, spas, fitness	
Hardware sales	
Homeless shelters	Requires SUP
Hotels, motels	
Hunting Supply Sales	See Note 35
Industrial supplies, machinery and equipment sales	
Internet Sweepstakes Café	Requires SUP
Laboratories, medical, dental	
Laundries	
Lock and gunsmiths	
Medical, dental, paramedical, chiropractor offices	
Microbreweries	See Note 37
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	
Movie Theaters (indoor)	
Music Production and Recording	See Note 32
News stands	
Nonconforming use, change or extension	Requires SUP
Nursery stock, greenhouses, (growing, cultivation)	
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	
Pawn shop	
Pet Grooming	See Note 34
Photographic developing, processing and finishing	
Photographic studios including blueprinting	
Plumbing, heating, electrical contractors sales and service	See Note 7
Poolroom (more than 60% of floor area for pool tables and playing pool)	
Printing or binding shop	

HB Permitted Uses

Amendments through September 15, 2018

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.	
Public works, garages, storage	
Radio and television stations	
Repair and servicing of office and household appliances and equipment	
Restaurant, including all eating places except drive-in, 60% of sales must be in food products	
Restaurant, including all eating places except drive-in, 60% of sales must be in food products (with accessory uses)	Requires SUP
Retail business (excluding car sales) not otherwise listed including those conducting incidental light manufacturing or processing of goods above the first floor or in the basement to be sold exclusively on the premises and employing not more than 10 persons	
Satellite dishes	See Note 1
Schools (academic); kindergarten, elementary, secondary, public or private	
Schools (Nonacademic); commercial, vocational, public or private including music and dance studio	See Note 24
Service establishments, including but not limited to barber shops, small item repair shops, rental shops, custom fabrication, tailor shops, beauty parlors	
Sheet metal and/or roofing shops	
Shoe repair	
Shopping centers (more than 4 acres)	Requires SUP
Signs	Art. VI
Sign painting but not manufacturing	
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	
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 of gas and petroleum products in quantities for distribution	
Stores or shops, retail, but not automobile sales or repair and not otherwise listed herein	
Temporary building incidental to a construction project	
Temporary housing non-profit	
Therapeutic massage	See Note 12
Tire sales and service	See Note 7
Townhouses (commercial)	
Transportation terminals, freight	
Upholstery sale and fabrication	
Vehicle, junked	See Note 19
Vehicle, nuisance	See Note 20
Veterinary establishments, inside kennel only	
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	

NOTIFICATION LIST FOR Z2021-02

PIN	Parcel Number	Name 1	Name2	Address	City	State	ZIP
799408989655	143761	CITY OF REIDSVILLE		230 W MOREHEAD ST	REIDSVILLE	NC	27320-3828
890405082958	149440	SWISHER JAMES L	HALCOMB JOAN MUSICK	100 S ELM ST STE 300	GREENSBORO	NC	27401-2641
890405082700	149437	OLIPHANT ESTHER MARGARET		708 VANCE ST	REIDSVILLE	NC	27320-3314
799408989970	143776	STULTZ KAROL EVERETTE		904 OAKCREST DR	REIDSVILLE	NC	27320
890405080759	143774	CITY OF REIDSVILLE		230 W MOREHEAD ST	REIDSVILLE	NC	27320-3828
890405080866	143775	CITY OF REIDSVILLE		230 W MOREHEAD ST	REIDSVILLE	NC	27320-3828
890405081589	149435	WEST END BAPTIST CHURCH		PO BOX 711	REIDSVILLE	NC	27323-0711
890405080538	143769	CITY OF REIDSVILLE		230 W MOREHEAD ST	REIDSVILLE	NC	27320-3828
890405081654	149429	RUSSELL MARY A		710 VANCE ST	REIDSVILLE	NC	27320-3314
890405082821	149438	R&V OF NC LLC		208 BODEN WAY	GREENSBORO	NC	27405-8296
890405080532	143768	WINCHESTER LOUISE NMN ESTATE	C/O JAMES L WINCHESTER JR	614 FONTAINE ST	REIDSVILLE	NC	27320-4427
890405081437	149426	CITY OF REIDSVILLE		230 W MOREHEAD ST	REIDSVILLE	NC	27320-3828
890405090130	143791	ETHIOUSA LLC		910 W HARRISON ST	REIDSVILLE	NC	27320-3324
890405081565	149428	REAL ESTATE	SPECIALISTS II LLC	210 SW MARKET ST	REIDSVILLE	NC	27320-3839
890405080647	143771	CITY OF REIDSVILLE		230 W MOREHEAD ST	REIDSVILLE	NC	27320-3828
890405080755	143773	CITY OF REIDSVILLE		230 W MOREHEAD ST	REIDSVILLE	NC	27320-3828
890405081551	149427	REAL ESTATE	SPECIALISTS II LLC	210 SW MARKET ST	REIDSVILLE	NC	27320-3839



THE CITY OF
Reidsville
NORTH CAROLINA

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

NOTICE OF PUBLIC HEARING

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, March 9, 2021, at 6:00 p.m., in the Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a rezoning request for property located on Ware Street, specifically Rockingham County Parcel Nos. 143774, 143773, 143771, 143769, and 143775 from Residential-12 (R-12) and Highway Business (HB) to Heavy Industrial (I-2). The City of Reidsville owns the properties and submitted the application. (Z 2021-02)

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 4:30 p.m. by appointment. Should you have any specific questions about this request, please feel free to contact the Community Development Department at 336-349-1066. Interested parties will be given the opportunity to address City Council during this public hearing.

This the 24th day of February, 2021.

Angela G. Stadler, CMC/NCCMC *afg*
City Clerk

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

**Publish Dates in the RockinghamNow: Wednesday, February 24, 2021
Wednesday, March 3, 2021**

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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 considering a request to rezone property on Ware Street, specifically Rockingham County Parcel Nos. 143774, 143773, 143771, 143769, and 143775, from Residential-12 (R-12) and Highway Business (HB) to Heavy Industrial (I-2) to be held March 9, 2021, at 6:00 p.m. in the Council Chambers, 230 West Morehead Street, Reidsville, North Carolina, were mailed by first-class mail on the 18th day of February, 2021 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 18th day of February, 2021.



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: City of Reidsville
James L. Swisher & Joan Musick Halcomb
Esther Margaret Oliphant
Karol Everette Stultz
West End Baptist Church
Mary A. Russell
R&V of NC, LLC
Louise Winchester Estate C/O James L. Winchester Jr.
Ethiousa, LLC
Real Estate Specialists II, LLC

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

DATE: February 24, 2021

SUBJ: Public Hearing – March 9, 2021

Notice is hereby given that a meeting and public hearing will be conducted by the Reidsville City Council on Tuesday, March 9, 2021, at 6:00 p.m., in the Council Chambers, City Hall, 230 West Morehead Street, Reidsville, North Carolina, to consider a rezoning request for property on Ware Street, specifically Rockingham County Parcel Nos. 173774, 143773, 143771, 143769, and 143775 from Residential -12 (R-12) and Highway Business (HB) to Heavy Industrial (I-2). The City of Reidsville owns the property and submitted the application. (Z 2021-02)

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MEMORANDUM

TO: Chris Phillips, Interim City Manager
FROM: Angela G. Stadler, CMC/NCCMC, City Clerk 
SUBJ: Grant Administration Services for CDBG-CV Project
DATE: March 1, 2021

As you all know, the City of Reidsville was the recipient of a \$600,000 CDBG-Coronavirus grant. As part of that process, the City issued a Request for Proposals (RFPs) from qualified firms for grant administration services for the project. The RFP was advertised in the local newspaper, on the City's website and through the State IPS site. RFPs were to be back in on January 28, 2021, and a minimum of two were required.

WithersRavenel turned in a proposal. A second proposal was received from Opportunities Linked out of Wendell, NC, but USPS did not deliver the package until Monday, February 1. However, it appeared the company made a good faith effort to have the package here by the deadline. In talking with Valerie Moore with NC Commerce, she said this had happened fairly frequently in recent months and Commerce was accepting these efforts as long as the City felt a good faith effort was made and documented as such in our files.

A committee comprised of myself, Assistant City Manager of Community Services Haywood Cloud Jr. and Community Development Manager Donna Setliff evaluated the two proposals. WithersRavenel proposed a price of \$60,000 while Opportunities Linked quoted a price up to \$72,000. Both firms were scored based on the criteria in the RFP.

Therefore, we are recommending that the City Council award the contract to WithersRavenel for grant administration services for the City's CDBG-CV project based on knowledge of the firm and the project and cost. Please let us know if you have any questions.


/AGS



THE CITY OF
Reidsville
NORTH CAROLINA

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

MEMORANDUM

TO: Chris Phillips, Interim City Manager
FROM: Angela G. Stadler, CMC/NCCMC, City Clerk 
SUBJ: Updating of CDBG Plans
DATE: March 1, 2021

WithersRavenel, the firm which does the grant administration for various City CDBG-related projects, has updated the Citizen Participation Plan that was recently revised by NCDEQ to elaborate more on virtual meetings and public hearings. WR also updated the Fair Housing Plan and Equal Opportunity Resolution. These updates will help us going forward with all of our CDBG grants.

The attached Resolution needs to be approved, which will allow Council to adopt these plans in one motion. Let me know if you have any questions.

/AGS

Enclosures (3)

RESOLUTION BY THE CITY OF REIDSVILLE TO ADOPT CDBG PLANS

- WHEREAS, Title I of the Federal Housing and Community Development Act of 1974, as amended, has established the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, and has authorized the making of grants to aid eligible units of government in funding the cost of construction, replacement, or rehabilitation of water and wastewater infrastructure, and that the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) was delegated the authority by the state legislature to administer the water and wastewater infrastructure portion of the state grant monies received from the U.S. HUD CDBG program by Session Law 2013-360, Section 15.15(a) as amended by Section 5.3 of Session Law 2013-363, and the North Carolina Department of Commerce (DOC), Rural Economic Development Division was delegated an authority by the state legislature to administer a portion of the state grant monies received from the U.S. HUD CDBG program, and
- WHEREAS, The City of Reidsville has requested and may intend to request in the future state grant assistance for a project,
- WHEREAS, HUD's State CDBG program has many federal performance and procurement requirements,
- WHEREAS, The City will implement these plans broadly and not specific to any single CDBG grant,

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

That the City of Reidsville adopts and places into effect the following compliance plans:

- Updated Citizen Participation Plan
- Fair Housing Plan and Equal Opportunity Resolution

Adopted this the 9th day of March, 2021 in Reidsville, North Carolina.

John M. "Jay" Donecker

(Title)

Attest:

Angela G. Stadler, CMC/NCCMC, City Clerk



CITIZEN PARTICIPATION PLAN FOR CDBG GRANTEES

CDBG-I Recipient/Grantee Name:	CITY OF REIDSVILLE
CDBG-I Recipient/Grantee Mailing Address:	230 W. MOREHEAD STREET, REIDSVILLE NC 27320
CDBG-I Recipient/Grantee Physical Address (if different from mailing):	230 W. MOREHEAD STREET, REIDSVILLE NC 27320
Contact Person & Title:	ANGELA STADLER, CLERK
Contact Email:	ASTADLER@CI.REIDSVILLE.NC.US
Contact Phone Number:	336-349-1030
TDD#:	711

I. PURPOSE AND INTRODUCTION

The **City of Reidsville** has designed this community-wide Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant (CDBG) program.

This Plan is an essential element of the **City of Reidsville's** present and future community development process and has been developed to comply with the regulations and requirements of the CDBG program as administered by the North Carolina Department of Environmental Quality – Division of Water Infrastructure (NCDEQ-DWI), the North Carolina Department of Commerce Rural Economic Development Division (NCDOC-REDD), and the Department of Housing and Urban Development (HUD). The Citizen Participation Plan is required by Section 104(a)(2) of the Housing and Community Development Act and by regulations at 24 CFR 570.486(a)(6).

The primary goal of this Citizen Participation Plan is to provide all citizens of the community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the **City of Reidsville's** CDBG program(s) and project(s).

The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low and moderate incomes, residents of blighted neighborhoods, and residents of areas where community development funds are utilized.

The plan is vitally important to the success of CDBG-funded activities undertaken by local units of general government. Compliance with the plan reduces the number of legal challenges and citizen complaints against the local government recipient.

Local units of general government must provide citizens with reasonable advance notice of and opportunity to comment on proposed activities in an application to the state; and for grants already made, the same opportunities must be provided for activities proposed to be added, deleted, or substantially



changed from the original application to the state. Substantially changes include, but not limited to, purpose, scope, location or beneficiaries.

Citizens are encouraged to participate in all phases of the CDBG program(s) and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG program(s) will lie with the **City**.

2. SCOPE OF PARTICIPATION

The **City** will make reasonable efforts to provide for citizen participation during the community development process and throughout the planning, implementation and assessment of all CDBG program(s) undertaken by the **City**. Local officials will make every effort to involve citizens in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

- a. Identification and assessment of housing and community development needs; determination of CDBG project(s) and documentation; and the development of CDBG application(s);
- b. Changes and/or amendments to approved CDBG projects; and,
- c. Assessment of CDBG program performance.

All phases of the community development process will be conducted by local officials in an open manner. Citizens of the **City** are encouraged to participate at all levels and will be given access to program information during each phase of any CDBG program as outlined herein.

3. CITIZEN PARTICIPATION CONTACT PERSON

Angela Stadler has been designated Citizen Participation Coordinator by the **Mayor** and will serve as the contact person for all matters concerning citizen participation activities. This person shall be responsible for overseeing citizen participation throughout the community development process and the implementation of all citizen participation activities and functions, except those which may be specifically delegated to other parties by this Plan.

The specific duties and responsibilities of the Citizen Participation Coordinator shall include, but not necessarily be limited to: disseminating information concerning proposed projects and the status of current project activities; coordinating various groups which may be participating in the community development process; receiving written comments; serving as a vehicle by which ideas, comments, and proposals from local residents may be transmitted to local officials and/or program staff; and, monitoring the citizen participation process and proposing such amendments to the Citizen Participation Plan as may be necessary.

The Citizen Participation Coordinator may be contacted at **230 W. Morehead Street, Reidsville NC or 336-349-1030** during regular business hours. All questions concerning citizen participation in the community development process should be addressed to the Citizen Participation Coordinator.



4. TECHNICAL ASSISTANCE

The staff of the **City** shall provide technical assistance to individual citizens and citizen groups, especially those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG program(s).

Such technical assistance is intended to increase citizen participation in the community development decision making process and to ensure that such participation is meaningful. Technical assistance shall also be utilized to foster public understanding of CDBG program requirements.

Technical assistance shall be provided on request and may include, but not necessarily be limited to: interpreting the CDBG program and its rules, regulations, procedures and/or requirements; providing information and/or materials concerning the CDBG program; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to develop statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs.

Technical assistance may be obtained by contacting the **Mayor** of the **City of Reidsville** or the Citizen Participation Coordinator.

5. PUBLIC HEARINGS

Citizen participation in the community development process will be conducted on a community-wide basis and will actively involve the views and proposals of all citizens, especially low and moderate income persons and residents of areas where CDBG activities are proposed or on-going.

Public hearings will be held during all phases of the community development process, as outlined herein, to allow citizens to voice opinions and offer proposals concerning the development and performance of CDBG programs. Local officials will respond to questions and proposals from citizens at each public hearing. Any questions that citizens may have concerning a program will be answered and their comments, suggestions, and/or proposals will be received. Citizens may also express comments and views concerning the community development process or any specific CDBG project to the governing body at any regularly scheduled meeting.

PUBLIC HEARING TIMES AND LOCATIONS

All public hearings will be held at times and locations which will be accessible to all citizens, especially persons of low and moderate incomes, and residents of blighted neighborhoods and CDBG project areas.

Public hearings will be scheduled for convenient times as determined by the **City**. Public hearings may be held at any site which, in the opinion of the **City** provides adequate access for citizen participation.

Hearings will normally be held at the **City Hall, 230 W. Morehead Street, Reidsville NC 27320**. This site is centrally located and generally accessible to all citizens. This building is also accessible to persons with disabilities. Hearings may, however, at the option of the **City**, be held at an alternate location to be specified in the public hearing notice(s).



APPLICATION PUBLIC HEARING

One public hearing shall be held during any CDBG program fiscal year prior to the submission of an application to the NCDEQ-DWI or NCDOC-REDD for CDBG assistance. The primary purposes of the public hearing shall be to assess community needs and problems in an effort to determine the most critical needs to be addressed by the CDBG program; and also to present for public comment and review the program activities which have been selected by the **City** to resolve the identified needs.

An application public hearing will be held during the initial stage of program development to discuss items regarding community development and housing needs, the CDBG program, and the application process. The objective of citizen participation at this stage is to provide meaningful, community-wide citizen input into the decision-making process during the assessment of community needs and the consideration of priorities and options associated with the development and submission of a CDBG application. Local officials will also entertain proposals and comments from citizens concerning community development activities at this hearing.

This hearing will normally serve to discuss and review the information appropriate for all applications submitted by the **City** during any fiscal year. Additional changes in community development or housing needs in the community as determined by local officials can be addressed by a community meeting where citizens can share their comments prior to the submission of other CDBG applications late in the fiscal year.

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to: the goals and objectives of the CDBG program; the total amount of CDBG funds available for the fiscal year and for the funding round; the role of citizens in program planning, implementation, and assessment; the range of activities which may be undertaken; the process to be followed in developing a CDBG application; a statement that 100 percent of the CDBG funds will be used to benefit low-to-moderate income people; the schedule of meetings and hearings; location where the application can be reviewed; activities previously funded in the **City** through the CDBG program; and, an identification of projects which could result in the relocation of area residences or businesses; and the actions that would be undertaken if such relocation were necessary; provide citizens with contact information such as address, telephone number, and dates for submitting complaints or grievances. Furthermore, the effectiveness of the Citizen Participation Plan in allowing citizen participation in the community development process and potential changes and/or amendments to the Plan shall also be discussed at this meeting.

The **City** may, at the option of local officials, review multiple CDBG project applications at one hearing when more than one application is to be submitted during the same fiscal year. Each such hearing shall be held prior to, and in preparation for, the application's approval by the **City**.

A second objective of citizen participation during this stage is to inform citizens of the proposed project activities to be included in a CDBG application(s) and to solicit comments from citizens concerning these activities.

Citizens attending this hearing will be provided with information concerning the CDBG project(s) proposed including, but not necessarily limited to: the project application(s) to be submitted and the applicable CDBG fund; specific project activities to be included; the location of the project activities; the



approximate cost estimate for the proposed activities; the estimate of local match required; the impact of the project on low and moderate income persons; and, the approximate application submittal date.

PROJECT AMENDMENT PUBLIC HEARINGS

The **City** will assure the opportunity for citizen participation during the implementation of any CDBG program(s) when changes to the project are under consideration by the **City**. Citizen participation shall be obtained and considered in any amendments to a CDBG program which involves changes in dollar amount spent on any activity, changes in program beneficiaries, changes in the location of approved activities, addition to or deletion of project activities, and major budget shifts between approved activities.

To ensure adequate opportunity for citizen participation during CDBG programs, the **City** shall hold a public hearing on all formal amendments which require the NCDEQ-DWI or NCDOC-REDD approval. For “local” amendments and changes for which the NCDEQ-DWI or NCDOC-REDD approval is not required, input from citizens concerning changes or amendments will be received at regularly scheduled **City** meetings where such changes or amendments are considered.

ASSESSMENT OF PERFORMANCE (CLOSE-OUT) PUBLIC HEARINGS

This public hearing must be held after all third-party contracts’ payments have been submitted.

Citizens of the **City** will be provided with the opportunity to comment on the performance of local officials, the **City** staff, consultants, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program. Citizens will also be requested to assess the performance of the **City** in resolving identified community development and housing needs, and in achieving its community development goals and objectives. On-going community assessment of the effectiveness of the community development process is considered essential to the success of the CDBG program.

At the conclusion of each CDBG project, a public hearing will be held to review program activities and to assess program performance. This hearing shall be held prior to the submission of the Performance Assessment Report and any other required closeout documents to the NCDEQ-DWI or NCDOC-REDD for a CDBG project. This hearing will be used to ensure community-wide participation in the evaluation of the CDBG program.

ADDITIONAL HEARINGS

Other public hearings may be held as deemed necessary by the **City** in order to inform citizens of community development project(s) and activities, and to solicit citizen opinions and comments. All additional hearings shall comply with the requirements set forth in this Plan.



6. PUBLIC HEARING ACCOMMODATIONS AND ACCESSIBILITY

VIRTUAL HEARINGS

During a declaration of a state of emergency by the NC Governor or NC General Assembly; and authorized by the CARES Act (*Part III.B.4. (a)(ii) Virtual Hearings*), published in the Federal Register on August 20, 2020, and applicable since August 7, 2020; as long as national or local health authorities recommend social distancing and limiting public gatherings for public health reasons, the CARES Act authorizes virtual hearings in lieu of in-person public hearings for fiscal year 2020 CDBG grants.

- Local governments may use online platforms to hold virtual hearings that facilitate public access to all questions and responses and provide timely responses from local officials.
 - Virtual hearing methods could include, but are not limited to conference calls, Google Hangouts, Adobe Connect, Facebook Live, a video streaming service (WebEx, Zoom, etc.), local community television stations, live streaming on county/city website, or other virtual platforms can help accommodate these meetings. A call-in option that does not require internet connection is strongly recommended.
 - A local government must provide the public with access to a recording of any telephonic or videoconference meeting.
- All virtual hearings held shall provide reasonable notification and access for citizens, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.
- Local governments must take appropriate actions to encourage the participation of all residents, including the elderly, minorities, persons with limited English proficiency, as well as persons with disabilities. Therefore, a virtual hearing method or platform must be selected and appropriate accommodations made for those individuals that may not have access to phone or internet so they can participate in the hearing.
- Whether hearings are in-person or virtual, local governments must take appropriate steps to ensure effective communication with persons with disabilities consistent with the requirements of accessibility laws, such as Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.
 - Thus, a local government must provide appropriate auxiliary aids and services where necessary to afford individuals with hearing and vision impairments an equal opportunity to access and participate in such hearings.
 - These may include effective methods that make aurally delivered information available to individuals who are deaf or hard of hearing, and visually delivered materials available to individuals who are blind or have low vision.
 - The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the method of communication used by the individual; the nature, length, and complexity of the communication involved;



and the context in which the communication is taking place.

- In determining what types of auxiliary aids and services are necessary, a local government shall give primary consideration to the requests of individuals with disabilities. In order to be effective, auxiliary aids and services should be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability.
 - For virtual hearings, such steps should include ensuring that information is provided on an accessible website, that e-mails and other digital notifications are accessible, and that the application or platform used to host the hearing is also accessible. Additional services such as audio description or captioning may also be needed to provide effective communication in a digital context.
 - There are some helpful guidelines for ensuring the accessibility of web-based and digital materials are available through the World Wide Web Consortium's Web Accessibility Initiative at <https://www.w3.org/WAI/>. Examples of auxiliary aids and services that may be necessary when conducting hearings online can be found at 28 CFR 35.104.
- Local governments are highly encouraged to use various forms of social media, and we will accept public comments in written form (i.e. emailed comments, mailed, comments collected via social media, and other communication types made possible by web-based platforms or digital materials).
 - Local governments must document their efforts and the reason for them and update their citizen participation plans as soon as possible to add the use of virtual hearings if the plan doesn't already mention them.
 - Additional information on public hearing requirements can be found in Appendix B: Public Hearings.
 - Local governments should consult with their attorney before undertaking such meetings to ensure conformance with the NC Senate Bill 704.

Additional legal resources are:

- Session Law 2020-3: Act to Provide Aid to North Carolinians in Response to the Coronavirus Disease 2019 (COVID-19)
<https://www.ncleg.gov/Sessions/2019/Bills/Senate/PDF/S704v6.pdf>
- School of Government's summary of Session Law 2020-3:
<https://canons.sog.unc.edu/new-rules-for-meetings-of-public-bodies-during-state-level-declared-emergencies/>



LIMITED ENGLISH PROFICIENCY RESIDENTS

The **City** has followed the guidance provided in the Language Access Plan (LAP) to determine the need to undertake reasonable actions to facilitate the participation of persons with Limited English Proficiency. Local officials will undertake all reasonable actions necessary to allow such persons to participate in the community development process. Such actions may include the provision of an interpreter and/or the provision of materials in the appropriate language or format for persons with Limited English Proficiency.

PUBLIC HEARING NOTICE

Notice of public hearings must be published in a local newspaper of general circulation, in a non-legal section of the paper at least ten (10) days prior to the hearing date, but no more than 25 days prior to the meeting date. Each notice of a hearing shall include the time, date, place, and topics and procedures to be discussed.

ACCESSIBILITY TO LOW AND MODERATE INCOME PERSONS

The public hearing procedures outlined herein are designed to promote participation by low and moderate income citizens, as well as residents of blighted neighborhoods and CDBG project areas in any public hearing(s).

Local officials may take additional steps to further promote participation by such groups, or to target program information to these persons should officials feel that such persons may otherwise be excluded or should additional action be deemed necessary.

Activities to promote additional participation may include: posting of notices in blighted neighborhoods and in places frequented by low and moderate income persons, and holding public hearings in low and moderate income neighborhoods or areas of existing or proposed CDBG project activities.

ACCESSIBILITY TO PERSONS WITH DISABILITIES

The locations of all public hearings as described herein shall be made accessible to persons with disabilities. The **City** shall provide a sign language interpreter whenever the Citizen Participation Coordinator is notified in advance that one or more deaf persons will be in attendance.

The **City** shall provide a qualified reader whenever the Citizen Participation Coordinator is notified in advance that one or more visually impaired persons will be in attendance.

Additionally, the **City** shall provide reasonable accommodations whenever the Citizen Participation Coordinator is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.



7. PROGRAM INFORMATION

Citizens will be provided full access to CDBG program information during all phases of a CDBG project. Local officials of the **City** shall make reasonable effort to assure that CDBG program information is available to all citizens, especially those of low and moderate incomes and those residing in blighted or Limited English Proficiency neighborhoods and/or CDBG project areas.

To facilitate citizen access to CDBG program information, the Citizen Participation Coordinator will keep all documents related to a CDBG program on file in City Hall. Information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG program information and materials, concerning specific CDBG projects will be available and distributed to the public at the regularly scheduled public hearings as outlined in this Plan. Furthermore, information concerning any CDBG project will be available at regularly scheduled council meetings where the program is discussed.

Materials to be made available shall include, but are not necessarily limited to: the Citizen Participation Plan; records of public hearing; mailings and promotional materials; prior CDBG program applications; letters of approval; grant agreements; the environmental review record; financial and procurement records; project design and construction specifications; labor standards materials; performance and evaluation reports; other reports required by the NCDEQ-DWI, NCDOC-REDD, and/or HUD; proposed and approved CDBG program application(s) for the current year or project; written comments or complaints received concerning the community development program, and written responses from the **City**; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG program.

In no case shall the **City** disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, the **City** shall not disclose any information which may, in the opinion of the **Mayor**, be deemed of a confidential nature.

8. PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS

The public hearings scheduled, as described in this Citizen Participation Plan, are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views and proposals on all aspects of a community development program at the public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the **City**.

Any citizen or citizen's group desiring to comment or object to any phase of the planning, development or approval of the application for CDBG funds, or to the implementation of any CDBG program, should submit such comments or objections in writing to the **Mayor**. Should, after a reasonable period, a party believe that his/her comment or complaint has not been properly addressed or considered by the **Mayor**, then the aggrieved may appeal his/her case to the **City**.



Local officials shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such comments or complaints where practicable. Should the **City** be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to the NCDEQ-DWI or NCDOC-REDD.

Citizens may, at any time, contact the NCDEQ-DWI, NCDOC-REDD, and/or HUD directly to register comments, objections or complaints concerning the **City** CDBG application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting the NCDEQ-DWI, NCDOC-REDD, or HUD.

All comments or complaints submitted to the NCDEQ-DWI, NCDOC-REDD, or the HUD shall be addressed in writing to:

NC Department of Environmental Quality
Division of Water Infrastructure / CDBG-I Unit
1633 Mail Service Center
Raleigh, North Carolina 27699-1633

Or:

North Carolina Department of Commerce
Rural Economic Development Division
4318 Mail Service Center
Raleigh, North Carolina 27699-4318

Or:

U.S. Department of Housing and Urban Development
Community Planning and Development Division
Greensboro Field Office
1500 Pinecroft Road
Greensboro, North Carolina 27407

Records of all comments, objections and/or complaints by citizens concerning the **City** CDBG program and subsequent action taken in response to those comments shall be maintained on file at **City** and shall be made available for public inspection upon request.

9. AMENDMENTS

The **City** may, from time to time, modify the provisions outlined herein through amendment to this Citizen Participation Plan. It shall be the policy of the **City** to periodically review and discuss the effectiveness of this Citizen Participation Plan in allowing citizen participation in the community development process and in helping to meet the community development needs and goals identified by the citizens of the **City**. To this end, the effectiveness of the Plan will be discussed at public hearings



held in conjunction with the community development program as discussed herein, and potential amendments to the Plan will be reviewed at this time.

Amendments to the Plan will be made as necessary. All amendments shall be approved by resolution of the **City** and shall be incorporated into this Plan.



10. AUTHORITY

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected officials of the **City of Reidsville** in the development, implementation and execution of any Community Development Block Grant program.

ADOPTED this 9th day of March, 2021.

John M. "Jay" Donecker, Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC, City Clerk



AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN

Grantee Name:	City of Reidsville
Time Period for this Plan:	3rd Quarter of 2020 – 4th Quarter of 2023

This information is available in Spanish or any other language upon request. Please contact **Angela Stadler** at **336-349-1030** or at **230 West Morehead Street, Reidsville, NC 27320** for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con **Angela Stadler** al **336-349-1030** o en **230 West Morehead Street, Reidsville, NC 27320** de alojamiento para esta solicitud.

A. POLICY STATEMENT

As a recipient of Housing and Urban Development (HUD) financial assistance, it shall be the policy and commitment of the **City** to ensure that all persons have fair and equal housing opportunity to be considered for rental units, purchase of property, housing loans, and property insurance regardless of race, color, national origin, religion, sex, familial status, and disability.

This shall be done through identifying the unique local needs, conducting quarterly activities during the life of the CDBG project, designating a Fair Housing Officer and developing a procedure for complaints of discrimination. This plan will incorporate the directives of state and federal laws and executive orders, including, but not limited to:

- Title VI of the Civil Rights Act of 1964;
- The Fair Housing Act – Title VIII of the Civil Rights Action of 1968, as amended;
- Executive Order 11063, as amended by Executive Order 12259;
- Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended;
- Section 109 of Title I of the Housing and Community Development Act of 1974, as amended;
- Section 3 of the Housing and Urban Development Act of 1968, as amended;
- Sections 503 and 504 of the Rehabilitation Act of 1973, as amended;
- The Americans with Disabilities Act of 1990;
- The Age Discrimination Act of 1975, as amended;
- Executive Order 11246 (as amended by Executive Orders 12375 and 12086) Equal Opportunity under HUD contracts and HUD-assisted Construction Contracts;
- Preserving Community and Neighborhood Choice; and
- North Carolina State Fair Housing Act (NCGS Chapter 41A).

As stated in the Preserving Community Neighborhood Choice rule and stated at 24 CFR 5.150, the definition of “fair housing” cited in 42 U.S.C. 5304(b)(2), 5306(d)(7)(B), 12705(b)(15), and 1437c-1(d)(16) means housing that, among other attributes, is affordable, safe, decent, free of unlawful discrimination, and accessible as required under civil rights laws.



As stated in the Preserving Community Neighborhood Choice rule and stated at 24 CFR 5.150, the definition of “affirmatively further” cited in 42 U.S.C. 5304(b)(2), 5306(d)(7)(B), 12705(b)(15), and 1437c-1(d)(16) means to take any action rationally related to promoting any attribute or attributes of fair housing as defined in the preceding subsection.

The amended definition of affirmatively furthering fair housing (AFFH), as stated in the Preserving Community Neighborhood Choice and found at 24 CFR Part 5.150, is that all recipients of HUD financial assistance must take active steps, in the relevant period, to promote fair housing, such as helping eliminate housing discrimination. The amended definition, allows maximum flexibility to units of general local government (UGLG) in designing and implementing sound policies responsive unique local needs, needs, interests, and means of the local community, and respects the proper role and expertise of state and local authorities.

B. SELECTION OF FAIR HOUSING OFFICER

In accordance with Title VIII, Civil Rights Act of 1968, as amended, the Fair Housing Officer below has been designated to handle fair housing complaints and activities:

Contact Person and Title (Fair Housing Officer):	Angela Stadler
Grantee Mailing Address:	230 West Morehead Street, Reidsville, NC 27320
Grantee Physical Address (if different than mailing):	
Contact Email:	astadler@ci.reidsville.nc.us
Contact Phone Number:	336-349-1030
TDD # and/or TYY #:	#711

The Fair Housing Officer is responsible for the intake and processing of all housing complaints (if UGLG has its own enforcement agency) as well as implementation of the Fair Housing Plan activities and actions. If the **City** does not have their own enforcement body, there should be a clear procedure for referring fair housing complaints to enforcement agencies that serve that municipality.

While not expected to be an “expert” in Fair Housing Laws, at a minimum, the officer will be familiar with the complaint process and federal and state laws, which address Fair Housing. Records which show the date, time, nature of complaint and decisions made in the complaint process will be fully documented. A separate file will maintain a record of all housing discrimination complaints and follow-up actions. Referrals should be noted in the fair housing file.

C. HOUSING COMPLAINT PROCESS

A summary of actions which may constitute housing discrimination, and instructions for completing and filing housing discrimination complaints will be made available to citizens at **City Hall, at 230 West Morehead Street, Reidsville, NC 27320.**

In addition, individuals can file a housing discrimination using the HUD 903 Form and HUD 903-A Form (Spanish version) at the following locations:

1. HUD at https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint#_Information_About_Filing
2. NC Office of Administrative Hearings, Civil Rights Division at <https://www.oah.nc.gov/civil-rights-division/housing-discrimination>



3. US Department of Justice Civil Rights Division at <https://www.justice.gov/crt>

The Fair Housing Officer is in charge of receiving fair housing complaints, and tracking them in a fair housing log. They are also responsible for providing referral information in a timely manner. Thus, a specific procedure for receiving fair housing complaints must be developed.

The Fair Housing Officer will keep a record of the progress on the number of complaints filed, actions taken, and the status of each complaint.

D. UNIQUE LOCAL NEEDS AND INTERESTS

Per the Preserving Community and Neighborhood Choice, 24 CFR Part 5.150(a) and applicable civil rights and fair housing statutes and regulations, **City** must take active steps to promote one or more attributes of fair housing. Maximum flexibility is given to each unit of general local government (UGLG) in designing and implementing sound policies to responsive unique local needs, interests, and means of the local community.

Therefore, the **City** has identified the following as local fair housing needs and interests based on local means:

1. Lack of knowledge among citizens of fair housing laws.
2. Housing-related industries lack information regarding Federal and State fair housing legislation.
3. Lack of new/recently built homes (46% built before 1960).
4. Excess of vacant housing units (16% of units).
5. Conduct quarterly fair housing activities to ensure equal opportunity for housing in the community for all persons regardless of income status.

The above is based on the American Community Survey and local public knowledge.

The **City of Reidsville** shall maintain all fair housing and equal opportunity records consistent with 24 CFR 570.490.

E. ACTION STEPS / ACTIVITIES

The **City** will take specific quarterly action steps and implementation activities over the duration of their CDBG grant to plan to actively promote fair housing that, among other attributes, is affordable, safe, decent, free of unlawful discrimination, and accessible as required under civil rights laws.



Grantee Name Quarterly Fair Housing Actions Steps / Activities				
Quarterly Fair Housing Action Step / Activity	Months	Year	Estimated Cost	Actual Cost
Establish and publish City's Fair Housing Complaint Procedure and TDD number in THE LOCAL NEWSPAPER .	3 rd Qtr. July-Sept.	2020		
Community Participation: Create and distribute survey to collect residents' input about fair housing. Data collection for Fair Housing Plan Documentation. Local Government will provide grant administrator with suggestions of activities to encourage resident participation.	4 th Qtr. Oct. - Dec.	2020		
Fair Housing document completion and submission. Reidsville City Council Adoption of Fair Housing Plan.	1 st Qtr. Jan. - March	2021		
Publish the Fair Housing Month notice in THE LOCAL NEWSPAPER .	2 nd Qtr. April – June	2021		
Mail fair lending information to local banks and lenders.	3 rd Qtr. July – Sept.	2021		
Host a virtual workshop on fair housing.	4 th Qtr. Oct. – Dec.	2021		
Make updated educational materials available at public places – banks, grocery stores, churches, etc.	1 st Qtr. Jan. – March.	2022		
Publish the Fair Housing Month notice in THE LOCAL NEWSPAPER .	2 nd Qtr. April –	2022		



	June			
Obtain updated fair housing pamphlets and posters and send to City government offices for distribution to public facilities, local libraries, and local post offices.	3 rd Qtr. July – Sept.	2022		
Ensure the Fair Housing message continues to be shown on the City of Reidsville’s website and social media.	4 th Qtr. Oct. – Dec.	2022		
Mail fair housing information to local realtors.	1 st Qtr. Jan. – March	2023		
Publish the Fair Housing Month notice in THE LOCAL NEWSPAPER .	2 nd Qtr. April – June	2023		
Obtain updated fair housing pamphlets and posters and send to City government offices for distribution to public facilities, local libraries, and local post offices.	3 rd Qtr. July – Sept.	2023		
Ensure the Fair Housing message continues to be shown on the City of Reidsville’s website and social media.	4 th Qtr. Oct – Dec.	2023		



Additional Required Action Steps / Activities

1. The **City** shall adopt and publicize in the local newspaper, with the TDD# and/or TYY#, the local jurisdiction's fair housing complaint procedures and Fair Housing Officer contact information for housing discrimination complaints.
2. The **City** shall include the Equal Housing Opportunity logo and/or the phrase affirming Equal Opportunity in Housing on all the CDBG documents intended to be shared with the public.
3. The **City** shall post/display Fair Housing and Equal Housing Opportunity posters, with local Fair Housing Officer name, title, and contact information, and other additional information in prominent locations.

F. AMENDMENTS

The **City** shall amend and revise this Plan as required to keep current with state and federal fair housing and equal fairing opportunity statutes and regulations, and local actions and activities to further the purposes of this Plan.

PASSED BY THE **CITY COUNCIL of REIDSVILLE**, NORTH CAROLINA.

Adopted this 9th day of March, 2021.

ATTEST:

John M. "Jay" Donecker, Mayor

Angela G. Stadler, CMC/NCCMC
City Clerk





THE CITY OF Reidsville NORTH CAROLINA

INDUSTRIAL DEVELOPMENT FUND APPLICATION

To: Honorable Mayor Doctor Jay Donecker and the Reidsville City Council
From: Chris Phillips, Interim City Manager
Date: March 1, 2021

The City of Reidsville was fortunate to receive funding from the Governor's Rural Ready Site program a couple of years ago. This opportunity was presented with very little turn-around time and had some specific requirements. The project submitted by the City was to get utilities into the former horse park land behind Love's Travel. These utilities will open up 55 acres identified for potential economic development and another 50 acres that could be used for a number of differing projects in the future.

When the project was bid out, it became obvious that the budget was not sufficient to properly extend the utilities. Work was done with the low bidder to reduce the project so that the goals would be accomplished within the budget provided by the grant. The end result is a water line stub out and a sewer line and pump station that does cover the entire parcel. The only feasible way to affordably run the sewer line was to have the line go down the embankment of a large ravine, under the creek, and back up the other embankment. This is not the ideal way to cross the ravine.

The City's engineers on the project, WithersRavenel, kept the State informed on the status of the project and kept discussion open about additional funding. The State agreed to accept a pre-application to fund a better crossing of the ravine. The new crossing will be suspended and will entail building a sub-road type crossing that can be paved in the future to allow access to the parcel on Diesel Drive. City Council agreed at the 2021 Retreat to submit the pre-application. The Commission has met and they have accepted the project based on the pre-application.

The total additional cost to the project is \$719,935. The grant will be \$539,935, leaving a 25% match of \$180,000. There was a request to waive the match that was denied by the State. Included in the \$719,935 is a required Army Corps of Engineers payment to a mitigation fund. This payment is required due to the stream crossing and was unexpected; it is due to a rule change. This payment is not an eligible grant expense but is eligible as an expense of the match.

The City and Rockingham County have partnered on this land and on this project to date. The City is administering the project and the grant funding. The County will be reimbursing half of the original grant match. It is the expectation that the County will also reimburse half of the match for this additional funding. County Management has been made aware of this need and the application process. It has not been presented to the County Commissioners.

The additional work being completed with this grant funding will be secured with a change order to the lowest bidder that was awarded the original contract by the City Council. There will be no additional bidding of this newly funded portion of the project. Adopting the Resolution to accept the funding and authorizing the Mayor to execute the related documents does include acceptance of the related change order once it is completed and presented to the City's project engineers.

Attached is a Resolution to accept the additional grant funding and to authorize the Mayor to execute the related documents. In addition, there is a related budget amendment and capital project ordinance amendment attached for City Council consideration as well. The budget documents are prepared having the City authorizing the full amount of the match due to time constraints; this information can be amended once the County approves its portion of the match.

**RESOLUTION BY REIDSVILLE CITY COUNCIL
FOR INDUSTRIAL DEVELOPMENT FUND UTILITY ACCOUNT FUNDS**

BE IT RESOLVED, that a grant from the NC Department of Commerce to the City of Reidsville will be made to assist the Former Horse Park Water and Sewer Extension Phase II project; and

BE IT FURTHER RESOLVED, that the City of Reidsville will administer this grant in accordance with the rules and regulations of the Department of Commerce; and

BE IT FURTHER RESOLVED, that the City will administer this grant through the City Finance Office; and

BE IT FURTHER RESOLVED, that the grant will be monitored quarterly to assure compliance with this proposal and the Department of Commerce regulations; and

BE IT FURTHER RESOLVED, that the amount of the grant application will be \$539,935, for a total project cost of \$719,935; and

BE IT FURTHER RESOLVED, that the Mayor, John M. "Jay" Donecker, and successors so titled, is hereby authorized and directed to execute such other documents as may be required in connection with the grant.

Adopted this the 9th day of March, 2021 at Reidsville, North Carolina.

(SEAL)

John M. "Jay" Donecker, Mayor

ATTEST:

Angela G. Stadler, City Clerk

BUDGET ORDINANCE AMENDMENT NO. 7

WHEREAS, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 9, 2020 which established revenues and authorized expenditures for fiscal year 2020-2021; and

WHEREAS, since the time of the adoption of said ordinance, it has become necessary to make certain changes in the City's budget to appropriate matching funds for Industrial Development Fund grant;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 9, 2020 is hereby amended as follows;

Section 1. That revenue account number 61-3991-0000, Water Fund Reserves, be increased by \$72,000.00; that revenue account number 62-3991-0000, Sewer Fund Reserves, be increased by \$108,000.00.

Section 2. That expense account number 61-4120-0051, Transfer to Capital Projects, be increased by \$72,000.00; that expense account number 62-4120-0052, Transfer to Capital Projects, be increased by \$108,000.00.

This the 9th day of March, 2021.

John M. "Jay" Donecker
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk

RURAL READY SITE CAPITAL PROJECT ORDINANCE AMENDMENT

AUTHORIZING CAPITAL IMPROVEMENTS TO THE CITY'S UTILITY SYSTEM

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

WHEREAS, it is the desire of the Mayor and the City Council of the City of Reidsville to appropriate funds and amend the capital project ordinance adopted on January 11, 2019 for improvements to the utility system for the former horse park land in relation to grant funds provided by the NC Governor's Office;

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

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

51-3612-1000	Proceeds of Capital Grants	\$	539,935
51-3988-0061	Transfer from Water Fund	\$	72,000
51-3988-0062	Transfer from Sewer Fund	\$	108,000

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

51-7120-5800	Construction	\$	719,935
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Section 3. The Mayor, City Manager and Finance Director are hereby granted all necessary authority to carry out this project, including the approval of payment requests as earned under approved contracts. Because there is no contingency, any potential change orders for the project must be brought to the City Council for approval and funding. The Finance Director is authorized to make temporary loans to this capital project from the Combined Enterprise Fund in order to cover costs before receipt of revenues and to establish an acceptable cash flow.

Section 4. This capital project ordinance amendment is being completed to recognize additional grant funding and additional matching funds. A related change order will be presented by the awarded contractor for use of these additional funds. The Mayor, City Manager and Finance Director are hereby granted authority to approve that specific project change order, when presented, that has been funded with this amendment.

This the 9th day of March, 2021.

John M. "Jay" Donecker
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk



THE CITY OF Reidsville NORTH CAROLINA

RESIDENTIAL DEVELOPMENT UTILITY REIMBURSEMENT

To: Honorable Mayor Doctor Jay Donecker and the Reidsville City Council
From: Chris Phillips, Interim City Manager
Date: March 1, 2021

The City of Reidsville has met with many developers over the past few years to discuss the growing housing needs for the City. As these talks developed, it has become clear that municipal participation is an expectation. As such, the City has been approached by Wright & Wray in relation to their planned Willow Brook subdivision off of Sherwood Drive.

Willow Brook will consist of approximately 50 housing units, including 12 patio-style homes on a knoll in the back of the development. The homes will be selling in the range of \$215,000 to \$250,000. Real estate professionals in the area report a shortage of homes of this size and price range. Anecdotal information about the quickness of homes selling in the area also supports the need for more homes in this market.

The real estate market in Rockingham County will only support houses up to a certain price level. Developers are consistently reporting the cost of building materials is increasing at record rates. The margins for profit have decreased, and the homes in the price range of the Reidsville market are particularly showing a strain from these decreases. Municipal participation is needed to improve the margins so that a multi-year project like Willow Brook will be feasible and the houses will remain affordable.

This project is considered infill development because the parcel is located within Reidsville's current city limits. A subdivision looped off of Sherwood Drive would not result in additional garbage trucks or police officers for patrol routes or a new fire station to cover the location. The fixed cost portion of the City utility bills is designed to cover the overhead at the utility plants. The addition of these new utility customers would not increase the overhead at the plants. The fixed portion of the new bills will be revenue that will be one source to repay the City's utility reimbursement for this project. The taxes generated from these properties will also be a new revenue source that will not come with any new direct expenses and, again, can go towards repayment of the investment.

Finance Department
Chris Phillips, Finance Director
cphillips@ci.reidsville.nc.us

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

The current estimate provided by Wright & Wray for the utilities in the Willow Brook subdivision is \$531,860. This estimate includes the related surveying, engineering, clearing and erosion control.

The current base bill for a residential customer is \$29.65 a month or \$355.80 a year. With 50 housing units, there will be 50 utility bills. Fifty customers at \$355.80 a year totals \$17,790 in annual revenue. The housing will have a tax value less than the selling price using the current valuation history for Rockingham County. If the houses average a value of \$190,000, the annual tax revenue per house at the current rate of \$.739 would be \$1,400 per house. With the full 50 house build-out, the annual tax revenue would be \$70,000. The taxes, combined with the base utility charges, would generate \$87,790 a year. This revenue would offset the amount being reimbursed in 6 years and 1 month. Obviously, the houses will be built over time, so there will not be 50 units in the first few years as building progresses. If the houses were built at a rate of only 5 a year, it would take around 10 years to recover the investment.

The developer will be installing the street prior to any utility reimbursement. The estimate for the related street work totals \$527,440, almost an even amount to the cost of the utility work. The developer will have this investment to recoup through building and selling the houses. This is the developer's incentive to build the houses. If something unforeseen were to happen and the current developers could not complete the houses, there would be a subdivision established with a completed road and utilities that would be attractive for another developer to step in to complete.

There is a possibility of phasing the development into segments. While this approach will spread the utility reimbursement payments over a time period, it would be more expensive in the long run rather than doing all of the utilities at one time. City staff would assist the developer in identifying utility contractors, obtaining bids for the utility work and analyzing the bids to find the lowest reasonable responsible bidder.

Attached is a resolution and a budget amendment for this utility reimbursement that the City Council can consider.

**RESOLUTION FOR
UTILITY REIMBURSEMENT FOR
WILLOW BROOK RESIDENTIAL SUBDIVISION**

WHEREAS, the City of Reidsville recognizes there is a need for additional single-family housing and patio-style homes within the City; and

WHEREAS, the City of Reidsville understands there is a substantial upfront investment required by developers to prepare a residential subdivision, which, in conjunction with rising construction costs, leads to lower profit margins for the developer; and

WHEREAS, the City of Reidsville will collect base utility charges and property taxes from new houses in the subdivision, but will not incur large additional infrastructure or operating cost increases because the subdivision is considered infill development in that it falls within the current City limits; and

WHEREAS, the developers, Wright & Wray, have approached the City and requested that the City reimburse them the cost for the Willow Brook subdivision utilities estimated at \$531,860; and

WHEREAS, the utility reimbursement will not occur until the related roads of the subdivision are completed, which will ensure that the developer has some direct investment to recoup by building the planned houses; and

WHEREAS, the revenues generated by the development through utility base charges and property taxes are expected to exceed the utility reimbursement cost within approximately 10 years, based on the expected build rate;

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

The City of Reidsville will reimburse Wright & Wray for utility costs in the Willow Brook subdivision for an estimated \$531,860 once the utilities and roadways of the subdivision are complete. In addition, the Mayor, the City Attorney and City Manager are authorized to negotiate a contract with the specific requirements of the agreement related to the utility reimbursement.

Adopted this the 9th day of March, 2021 at Reidsville, North Carolina.

(SEAL)

John M. "Jay" Donecker, Mayor

ATTEST:

Angela G. Stadler, City Clerk

BUDGET ORDINANCE AMENDMENT NO. 8

WHEREAS, the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 9, 2020 which established revenues and authorized expenditures for fiscal year 2020-2021; and

WHEREAS, since the time of the adoption of said ordinance, it has become necessary to make certain changes in the City's budget to appropriate funds for a residential utility reimbursement agreement;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 9, 2020 is hereby amended as follows;

Section 1. That revenue account number 61-3991-0000, Water Fund Reserves, be increased by \$265,930.00; that revenue account number 62-3991-0000, Sewer Fund Reserves, be increased by \$265,930.00.

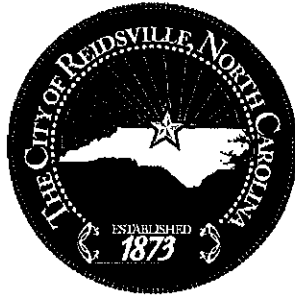
Section 2. That expense account number 61-7121-5800, Water Distribution Capital Improvements, be increased by \$265,930.00; that expense account number 62-7131-5800, Sewer Collection Capital Improvements, be increased by \$265,930.00.

This the 9th day of March, 2021.

John M. "Jay" Donecker
Mayor

ATTEST:

Angela G. Stadler, CMC/NCCMC
City Clerk



THE CITY OF Reidsville NORTH CAROLINA

WATER TREATMENT PLANT ICE STORM ISSUES

To: Honorable Mayor Doctor Jay Donecker and the Reidsville City Council
From: Chris Phillips, Interim City Manager
Date: March 1, 2021

The City of Reidsville experienced a winter storm with extensive ice buildup on Saturday, February 13, and Sunday, February 14. As a result, there were over 175 trees that came down in City streets, resulting in widespread power outages. The weather conditions also had a negative effect at the City's Water Plant. As discussed below, City employees acted timely and accordingly to limit the service interruption, but a water boil advisory was issued in an abundance of caution.

Water Plant Operations and Redundancy

The City of Reidsville has one Water Plant to treat finished water for use by residents, business customers and two outside customers (Greensboro and Rockingham County). The treatment of raw water drawn from Lake Reidsville is performed at the plant with finished water stored in a clear well. This water is pumped to Reidsville through water mains. Reidsville has three water tanks that store water within the distribution system. Water lines branch off of the main lines to distribute water to customers. The pumps, mains and tanks work together to keep water pressure constant for customer use.

There are two pumps available to send the water from the plant into the Reidsville distribution system. The Water Plant does have a generator for potential power outages. Generator power is used to maintain the ability to treat water. The pumps are not connected to the generator for a secondary power source. Pump #1 has a diesel engine connected to it to use when electricity is not available. Pump #2 does not have a redundant power source.

Water sent through distribution lines down the US 158 line for Rockingham County is generated from the same pumps as the Reidsville lines. Water sent to Greensboro is connected to an entirely different pump altogether. The pump to Greensboro does not have a backup power source.

Ice Storm

During the recent ice storm, the plant did have power issues, which eventually resulted in the loss of electric power to the plant. The diesel engine was engaged to run Pump #1 and to maintain water in the Reidsville distribution system. When the water tanks recorded acceptable levels, the engine, and therefore the pump, was turned off. The night operator went through the process to turn the diesel engine back on to engage the pump to push water into the system based on the water tank level. It was at this time that starting the engine proved troublesome. The operator could not get the engine to maintain operation and called the on-call plant maintenance employee. Upon arrival, the on-call employee could not start the engine either and called other maintenance and his supervisor for support. The Plant Superintendent and Lead Operator were also contacted in the process, along with the Public Works Director.

The issue was determined to be electrical. Attempts to bring in an electrician were unsuccessful at first. Other options were weighed to provide additional water to the system to maintain pressure as the tanks continued to drain. The Interim City Manager was made aware of the situation, and plans were made to prepare a CodeRED to alert customers. Large industrial users were contacted in an attempt to identify any large consumption that would expedite the draining of the tanks. Mayor Donecker was made aware that issues existed.

Employees on the ground were able to bypass the electrical starter and got the diesel engine running. The pump engaged and water began to flow to the Reidsville system. Unfortunately, water pressure had dropped in some areas of the City. A first CodeRED message was sent warning of pressure issues and the need to conserve water use if possible. The system and the tanks were trying to refill to restore water pressure. Calls began coming in from some customers of lost water service. While this issue was short-lived, the loss of pressure could have created water quality issues. Back siphonage can bring bacteria into users' homes once the water begins to flow again. The City was in touch with the NC Department of Environmental Quality about the issue. The State did not require a water boil notice; but, the Plant Superintendent and the Public Works Director decided to issue a water boil advisory out of an abundance of caution.

Water samples were taken throughout the system and were concentrated in areas to have known pressure loss. The boil advisory was for the entire system, including Rockingham County customers on the US 158 line. The Rockingham County Health Department was notified and a second CodeRED message containing the boil advisory was sent. Only customers that experienced pressure drops and/or service interruptions should have been at risk.

The test results from the samples taken need 24 hours in order to produce cultures and test results. When the results were final, there was no contamination found. A third CodeRED message was sent lifting the boil advisory.

Post Storm

Since the ice storm issues at the plant, there has been time to make some repairs. An electrician was able to inspect Pump #1 and the diesel engine. He traced the problem to shorted wires and a terminal in a junction box on top of the engine where the temperature sensor hooks up. Electrical surges related to the storm could have affected the wire or previous lightning damage could have as well; years of vibration could have also led to the failure. The wires are housed within conduit in the junction box and could not be seen. Repairs have been made, and this specific issue should not present itself again in future use of the engine.

It appears that the Water Treatment Plant was not listed as a priority location by Duke Energy. There is no logical explanation for this oversight. Once Duke officials were made aware of the plant's situation, the on-ground supervisor had a team onsite and power was restored quickly. Duke Energy has assured us that the plant is now listed as a priority location.

Pump #1 and the diesel engine backup are both from the mid-1970s. They are examined and maintained regularly. They have been examined by an outside vendor for a needs assessment. Rebuilding the pump seems to be the most logical and affordable option. The City actually has a spare pump that has been rebuilt that can be installed for Pump #2 so that Pump #2 can be refurbished, and the plant can keep two active pumps.

One option that was explored in an effort to keep the system flowing without the pumps working was to transfer to water from Greensboro. Reidsville has supplied water from Greensboro one time since the connection has existed. While improvements were made at the Water Plant, Greensboro provided water for two weeks. If water could have been pulled through from Greensboro, there may have been enough pressure to avoid these issues. Unfortunately, it was discovered that the new valve that has been installed for Greensboro is completely electric and has no redundant power source. What was formally a manual process now requires electricity.

City staff members agree that having an electrician on staff would be a huge enhancement in situations such as these. Maintenance positions in the past have included a preference for electrical experience. There is currently an open position in the division and again electrical experience is a focus of the recruitment. An effort will be made to hire an electrician. In lieu of having an electrician on staff, the City should establish a relationship with an electrician so that there is priority service. An annual retainer could be a method to creating this kind of agreement.

A modest electrical system study for the plant would cost about \$10,000. This type of study should provide more insight and options to consider for improving redundancy. Staff intends to complete this study as part of the current budget process and to provide information for future improvement options.




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

MEMORANDUM

TO: The Honorable Mayor Donecker and Members of Reidsville City Council
FROM: Chris Phillips, Interim City Manager 
SUBJ: City Manager's Monthly Report
DATE: March 9, 2021

1. Chamber Report
 - a. Behind the Miscellaneous tab is the Reidsville Chamber of Commerce's Annual Report for 2020. Diane Sawyer will be reviewing the report as part of the Council Members' Reports during Mayor Donecker's time.
2. Housekeeping Item
 - a. Please see behind this report a memo from the City Clerk regarding a Resolution related to our CDBG-NR project that needs Council approval.
3. New Businesses Downtown
 - a. I just wanted to point out that the downtown landscape has seen a lot of changes, even during the pandemic. Some of our newest additions include: Sacred Art Tattoos at 238 S. Scales, Coates Collectibles at 239 S. Scales, Thrift Shack at 111 S. Scales, Terowa Fashions, 137 S. Scales St., Finders Keepers Thrift Shop at 220 S. Scales, Blue Diamonds Dance & Cheer at 222 S. Scales, and the relocation of Blessings by the Bushel under new ownership at 136 S. Scales and Mish Mosh to 119-121 S. Scales St. A Chamber ribbon cutting is planned Friday, March 12, at 12 noon for The Reidsville Trading Post, which will be opening soon at 105 S. Scales St. Let's welcome all of these new businesses to our downtown area.

"Live Simply. Think Big."



THE CITY OF
Reidsville
NORTH CAROLINA

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

MEMORANDUM

TO: Chris Phillips, Interim City Manager
FROM: Angela G. Stadler, CMC, City Clerk *ags*
SUBJ: Board/Commission Appointments for March 9, 2021
DATE: March 2, 2021

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

Reidsville ABC Board

Kelly Almond of 2111 Belmont Drive, Pam Fargis of 1406 Coach Road and Catherine Wilson of 615 Maple Avenue have applied for the two vacant terms on the Reidsville ABC Board. Please vote for only two of the three.

Reidsville Appearance Commission

Katie Smith of 1331 McGehee Street has applied for a second term on the Reidsville Appearance Commission. If she is appointed, the Commission will have one open position.

Reidsville Historic Preservation Commission

Cindy Chmielecki of 803 S. Main Street has applied for a third term on the Reidsville Historic Preservation Commission. If she is appointed, the board will be full.

Reidsville Human Relations Commission

Katie Smith of 1331 McGehee Street has applied for a second term on the Reidsville Human Relations Commission. Lori Thorn of 308 Mark Street has applied for the outside-City position. If both are appointed, the Commission will have two open adult positions remaining.

Reidsville Parks and Recreation Advisory Commission

Dylan Moore of 306 Thompsonville Street and George O. Rucker of 508 Staples Street have applied for the same position on the Reidsville Parks and Recreation Advisory Commission. Mr. Rucker has served three previous terms. With only one vacancy on this Commission, you can only vote for one of the two applicants.

Reidsville Planning Board and Board of Adjustment

Dylan Moore of 306 Thompsonville Street has applied for a vacancy on the Reidsville Planning Board/Board of Adjustment. If he is appointed, the only remaining position will be the outside-City ETJ Position, which requires County Commissioners' approval.

"Live Simply. Think Big."

ADDITIONAL VACANCIES

In addition to the vacancies mentioned above, the following openings on other boards and commissions of the City will be advertised for consideration at the April 13, 2021 City Council meeting:

- Three three-year terms on the Reidsville Community Pool Association
- One five-year term on the New Reidsville Housing Authority Board (Mayoral Appointment) and one additional position coming open in May.

Applications to be considered at the City Council meeting on April 13, 2021, will need to be turned in by 5 p.m. on Wednesday, March 31, 2021.

AGS/cf

Attachments (10)

For more than 100 years, the Reidsville Chamber of Commerce has served as an advocate and a voice of the business community, addressing issues and concerns for the betterment of Reidsville. Established in 1914 by strong business leaders in our community, the Chamber has grown to an organization representing business on local, state, and national levels.

Though our Chamber persevered through the 1918 Spanish Flu pandemic, we don't have records from that time detailing their efforts. The Covid-19 Pandemic of 2020 has certainly changed many ways we "do business," but our goals have not wavered. The Chamber has continued to help local businesses flourish and to promote new business. We've worked to increase the climate for economic growth and success, sometimes in new and innovative ways. We've continually "pivoted" and innovated new methods to reach our members and meet their needs. We proudly present some extraordinary statistics for this extraordinary year.

MEMBERSHIP

412 members

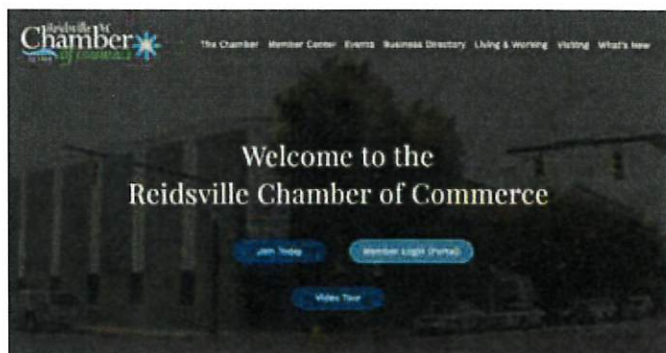
47 new members

88.5% retention rate



New member Tractor Supply Company celebrated their ribbon cutting on Feb. 21, 2020.

WEB PRESENCE



2020 Stats for ReidsvilleChamber.org

Google Analytics Stats

22,615 Users (↑31% from 2019)	32,079 Sessions (↑28% from 2019)
21,860 New Users (↑23% from 2019)	56,971 Page Views (↑35% from 2019)

Chamber Master Website Stats

More than 277,000 page views, member searches and views of member pages

That totals more than 334,000 views!

BUSINESS SHOWCASE

The Annual Business Showcase was an online event in 2020 due to the pandemic. Despite this change, 57 member businesses participated!

Web stats showed great engagement! Comparing October 2020 to September, the website showed 66% increases in page views and session duration, 83% more pages per session, and 24% new sessions. Comparing October 2020 to the same period in 2019, page views were up 107%, pages per session increased 101%, and average session duration was up 110%.

JOB FAIRS

The Chamber hosted a Virtual Job Fair on the REMO platform in September.

17 Vendors represented

44 jobseekers registered in REMO

RIBBON CUTTINGS

Despite the Covid-19 pandemic, we were able to celebrate nine ribbon cuttings in 2020!



TOPICS@12

TOPICS@12

The Chamber collaborated with the City of Reidsville, Rockingham County, and Rockingham County Community College to present a series of free webinars. 15 topics were presented on Thursdays at Noon via Facebook Live. These webinars were viewed 2,655 times.

TOP 5 Viewed Topics@12

<i>Where Are Your Customers After COVID-19?</i>	551 views
Presented By Ruben D. Gonzales, RCC Small Business Center	
<i>Your Small Business After COVID-19</i>	387 views
Presented By Ruben D. Gonzales, RCC Small Business Center	
<i>Accounting Alphabet Soup? SBA, EIDL, PPP & more</i>	375 views
Presented By JR Cecil, Liberty Tax	
<i>Restaurant Recovery After COVID-19</i>	373 views
Presented By Ruben D. Gonzales, RCC Small Business Center	
<i>Social Media Strategies For Small Business</i>	180 views
Presented by Jeremy Hyler, Zibster	

COMMUNITY / PANDEMIC EFFORTS



Business Community Huddle

From March through August 2020, the Chamber and City of Reidsville hosted a weekly "huddle" via Facebook Live where business leaders shared information about adapting their business during the pandemic.



Team Reidsville Together

In April and May, the Chamber sold gift cards for member restaurants. Through generous grants from The Reidsville Area Foundation and MVP Southgate, purchases were matched with donations to The Salvation Army of Rockingham County; Aging, Disability & Transit Services of Rockingham County; and the Reidsville Outreach Center. \$15,000 in gift certificates were sold, allowing for an infusion of cash to area restaurants, and \$5,000 was donated to each of the charitable organizations.



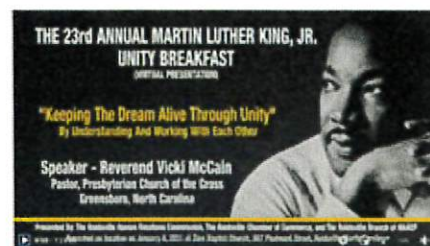
Small Start Restart Guide

The Chamber, in partnership with Rockingham Community College Small Business Center, digitally distributed a guide for helping businesses learn best practices for safely re-opening while dealing with Covid-19.

Chamber Staff also:

- Helped business owners through the application process for EIDL and PPP loans
- Created and sourced resources to help Reidsville businesses learn best practices to safely return to work
- Created an online accessible spreadsheet with information on Reidsville restaurants and delis (deliver and takeout availability, contact information, etc.)
- Created an online spreadsheet with information on Reidsville area employment agencies and job availability.

COMMUNITY EVENTS



The Annual MLK Unity Breakfast was an online only event in 2020. The event had an estimated reach of 7,750 on Facebook. There were more than 2,900 unique viewers and 66% more engagement than similar posts from the Chamber.



The Candidates Forum was an online only event in 2020. The estimated reach on Facebook was 7,445; and there were more than 1,500 unique viewers.

MASK UP!



The Chamber partnered with the Reidsville Area Foundation, City of Reidsville, and Caswell Family Medical Center to hand out 500 FREE Covid-19 Resource Kits to Businesses & Nonprofits.

MEDIA & ADVERTISING



Likes & Followers:

Chamber	3,471 / 3,829
Visitor Center	1,358 / 1,412
Reidsville Area Restaurants	592 / 644
TOTAL	4,421 / 5,885

An increase of 36% over 2020!

Eden Chamber 2,636 / 2,802

Greensboro Chamber 3,339 / 4,393



The Chamber produced nine episodes of *News and Views*. These programs had a combined audience of 5,689 on Facebook and YouTube — plus Spectrum Access viewers.



WFMY's Eric Chilton interviewed Chamber President Diane Sawyer about the BlitzR networking event. The story aired Jan. 28, 2021.



The Chamber's six-week winter digital billboard campaign in Greensboro, promoting the Shop Small campaign and visiting Reidsville, received 1,062,104 views!

EMAIL NEWSLETTERS

112,771
Email Newsletters
sent in 2020

Open and click rates
higher than industry averages



FAMILY FORWARD NC

The Chamber was featured by Family Forward NC, a non profit working to strengthen the state through family-friendly workplaces. They noted: *Established in 1914, the Reidsville Chamber of Commerce challenges itself to continue to evolve and provide employees with family-forward benefits, with the understanding that salary alone in a small non-profit is not enough to retain top talent.*

WORKFORCE DEVELOPMENT

The Chamber partnered with Rock A Top in a continued effort to strengthen the local workforce. Joint meetings include:

School 2 Work Connections (Connecting employers to school staff): 15 attendees
Apprenticeship Parent/Potential Students: 16 registrants
8th Grade Academy Parent/Students: 110 registrants

SHOP SMALL

In our annual **Shop Small campaign**, (altered due to Covid protocols), we handed out 100 gift bags at the Chamber -- each contained a \$5 certificate redeemable at 30+ businesses and restaurants.



**MINUTES OF THE REIDSVILLE PLANNING BOARD MEETING
HELD WEDNESDAY, FEBRUARY 17, 2021
BEGINNING AT 6:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

MEMBERS PRESENT:

**Thomas Thompson, Chairman
Carolyn Pillar
Garry Percell
Ann O'Mara**

MEMBERS ABSENT:

W. E. "Skeeter" Coates, Vice-Chairman

OTHERS IN ATTENDANCE:

**Councilman Donald Gorham
Donna H. Setliff, Community Development Manager
Briana L. Perkins, Community Development Planner I**

Chairman Thompson called the meeting to order.

APPROVAL OF MINUTES

A motion was made to approve the Minutes of the January 20, 2021 Planning Board meeting.

**Motion: Gary Percell
Second: Carolyn Pillar
Vote: Unanimous**

CONSIDERATION OF A REZONING REQUEST FOR A PARCEL BOARDING BARNES STREET AND HOLIDAY LOOP ROAD. SPECIFICALLY PARCEL NO: 174023ZI. DOCKET NO. Z 2021-01

Donna Setliff presented the staff report in regards to the rezoning of the 17 acre +/- lot between Holiday Loop Rd. and Barnes St. from Residential Agricultural -20 to Residential-12. She stated that there was Highway Business and Residential Agricultural-20 surrounding the property, however the new zoning would still be in keeping with the residential zoning already there and would be a suitable zoning. She stated that the only difference in zoning is that Residential Agricultural-20 is lower density zoning and Residential-12 allows for multi-family dwellings. Mrs. Setliff said that there is access to City water and sewer since half of the property is in City limits, however if the property was to be developed any further the rest of the property would have to be annexed. She also stated that there is a stream on the property that would need a 50' (foot) buffer zone on each side and wetlands that would need to be addressed.

Discussion by the Board ensued about if the property would be more suitable for business, however Mrs. Setliff informed them that there was already plenty of business zoning in the area and the property would be suitable to maintain as residential.

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Jennifer Fountain represents TSH Acquisition, LLC the future purchaser of the property presented evidence in favor of the rezoning. She stated that the property would be rezoned for apartments. The new zoning would allow for multi-family units and the property would be annexed. Mrs. Fountain then stated that the property was a short way from the Barnes St and Highway 29 interchange being an optimal location for those who were looking for apartments. She also stated that the apartments would be a good transition from the business to the residential area further down Holiday Loop Rd. She stated that the company's plan was to build 208 units on the property. Mrs. Fountain also stated that the company would have an engineer who would work with City staff to address the wetlands and stream.

Frank Verdi with Century 21 who was representing the current owners also presented that they were in favor of the rezoning of the property.

Mrs. Setliff then reminded the Board that the request was a general rezoning request even though the intended use was mentioned. Therefore, the Board was making a motion for the rezoning even if the apartments were not developed at that location.

A motion was made to recommend the rezoning request 2021-01 based on the information provided in the staff report and verbal evidence presented during the public hearing which was reasonable, and in the public interest consistent with the City's Comprehensive Plan and other adopted land use plans to the City Council for approval.

Motion: Carolyn Pillar
Second: Ann O'Mara
Vote: Unanimous

CONSIDERATION OF A REZONING REQUEST FOR PARCELS ON WARE STREET SPECIFICALLY PARCEL NOS: 143774, 143773, 143771, 143769, AND 143775. DOCKET NO. Z 2021-02

Donna Setliff presented the staff report for parcels located on Ware St. that are owned by the City of Reidsville. She stated that the rezoning would be an extension of the Industrial zoning already located in the area. Mrs. Setliff also stated that the property would be an extension of Public Works operations and would have minimal traffic impact for the area.

Chairman Thomas asked if the property would be an extension of the recycling center that was located near the property. Mrs. Setliff responded that the new structure would not be an extension of the recycling center and would be just used as additional storage space.

Steve Moran, City of Reidsville Engineer, was present at the public hearing to answer any questions that the Board may have.

A motion was made to recommend the rezoning request 2021-02 based on the information provided in the staff report and verbal evidence presented during the public hearing which was reasonable, and in the public interest consistent with the City's Comprehensive Plan and other adopted land use plans to the City Council for approval.

Motion: Carolyn Pillar
Second: Gary Parcell
Vote: Unanimous

PLANNING BOARD MEMBER'S REPORT

There was nothing to report.

COMMUNITY DEVELOPMENT MANAGER'S REPORT

A) Election of the 2021 Chair

A motion was made to nominate Thomas Thompson as the 2021 Chair.

Motion: Carolyn Pillar
Second: Ann O'Mara
Vote: Unanimous

B) Election of the 2021 Vice-Chair

A motion was made to nominate W.E. "Skeeter" Coates as the 2021 Vice-Chair.

Motion: Carolyn Pillar
Second: Ann O'Mara
Vote: Unanimous

C) Report on January 20, 2021 Consideration Item.

Mrs. Setliff informed the Board that the City Council had approved the text amendment request Docket No. T 2021-01 and that the applicant was moving forward with her business. Mrs. Setliff then informed the Board that the City Council had also approved an increase in their stipend for 2021, which Councilman Gorham confirmed.

Chairman Thompson stated that the Board should expect to hold meetings for the next few months based on application submittals and future text amendments. Mrs. Setliff also confirmed that the March and April meetings already have applicants for the agendas.

ADJOURNMENT OF PLANNING BOARD

There being no further business, a motion was made to adjourn the Planning Board meeting.

Motion: Carolyn Pillar

Second: Ann O'Mara

Vote: Unanimous

Briana Perkins
Community Development Planner 1

DRAFT

**MINUTES OF THE REIDSVILLE HISTORIC PRESERVATION COMMISSION
HELD THURSDAY, JANUARY 21, 2021 AT 6:00 P.M.
IN THE FIRST FLOOR CONFERENCE ROOM AT CITY HALL**

MEMBERS PRESENT:

Jim Jackson, Chairman
Jason Johnson
Cindy Chmielecki
Marguerite Holt
Elizabeth Covell

MEMBERS ABSENT:

Norma Craddock
Anne Marie Simmons

OTHERS IN ATTENDANCE:

Donna H. Setliff, Community Development Manager
Briana L. Perkins, Community Development Planner 1

Chairman Jackson called the meeting to order.

APPROVAL OF MINUTES

A motion was made to approve the Minutes of the December 17, 2020 Historic Preservation Commission meeting.

Motion: Elizabeth Covell
Second: Jason Johnson
Vote: Unanimous

DISCUSS FUTURE HISTORIC PRESERVATION EVENTS:

1. Gov. Reid Birthday Celebration – Leave on agenda to be rescheduled to April 2022.

Motion: Elizabeth Covell
Second: Cindy Chmielecki
Vote: Unanimous

Discussion ensued about what the celebration would entail. Donna Setliff suggested that actors from the theatre guild dress up and do a dialogue about the Reid's. Jason Johnson then suggested that the actors would have a loose script and ad lib as Mr. & Mrs. Reid being hosts to the birthday party.

Invitations made to invite everyone to the birthday party hosted by the Reid's, and a cake would be added to make it feel like an actual birthday party of that era. Elizabeth Covell volunteered to research children's games from that era to have something for the kids to do at the party.

There was also a suggestion to include volunteers that could dress as other relatives and prominent figures with cards that introduced who they were. Period music was also suggested to add to the party entertainment.

2. Lantern Walking Tour/Bonnet Tour – Mrs. Setliff suggested that the walking tour would have two different routes instead of one. The bonnet tour was recommended to be moved to early fall or next year in spring.

Mrs. Covell then suggested doing a ghost tour around October timeframe. A suggestion of adding impersonators of the ghosts or witnesses as part of the tour was made. The name of the tour was recommended to be "Reidsville's Legends" to not only include local hauntings, but also important events that happened within Reidsville. Mrs. Covell volunteered to do some research on a similar tour from New Bern to help construct Reidsville's tour.

The walking tour whether a bonnet, ghost, or otherwise was suggested to have a short version with the option of an extended version to allow participants to choose how long they wanted to spend on the tour. Marguerite Holt would look at the previously done lantern tour and make a short and extended version for both the bonnet and ghost tour.

3. Scavenger Hunt – Mrs. Setliff suggested that the hunt would be on architectural or unique elements that could be found on the historical sites. This hunt would be a year round activity that would have some sort of prize at the end. Mrs. Covell suggested that a digital badge could be given as a prize that can be printed out.

Jason Johnson explained that the scavenger hunt he did in Greensboro had riddles that you had to solve to find out the next location. Mrs. Covell suggested that this hunt could be digitalized and could be used as a competition with a group by using the completed form timestamp.

Mrs. Setliff also explained the geocaching hunt that was similar to a scavenger hunt she did for Reidsville. She recommended using some of the elements from the geocaching to be used in the scavenger hunt.

Mrs. Covell also brought up the idea of using a stamp at each location that could prove which locations you have solved. Mr. Johnson said that the clues for the hunt could help find the stamp at each location. Mr. Johnson volunteered to look into the setup of the digital setup for the hunt.

4. Other – Mrs. Covell asked if there was any way to tie in the old with the new businesses to promote and rebuild the area. Mrs. Setliff suggested that maybe having a map of the business and a stamp at each location be used. She also said a storyboard could be added with a timeline of the old to the present business.

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Mrs. Setliff asked the Board if they would still like to meet in February to go back over the events. The Board unanimously voted to do so. Mrs. Covell also asked Mrs. Setliff for a deadline of when their information was required to go on the February meeting agenda and Mrs. Setliff stated a minimum of one week before the meeting.

ADJOURNMENT

There being no further business a motion was made to adjourn the meeting.

Motion: Marguerite Holt
Second: Cindy Chmielecki
Vote: Unanimous

Briana L. Perkins
Community Development Planner 1

**MINUTES OF THE REIDSVILLE APPEARANCE COMMISSION MEETING
HELD THURSDAY, FEBRUARY 25, 2021 AT 4:00 P.M.
VIA CONFERENCE CALL IN**

MEMBERS PRESENT:

Carolyn Pillar, Chairperson
Carlton Johnson
Catherine Wilson
James Jackson

MEMBERS ABSENT:

Sandra Strader
Katie T. Smith
W.E. "Skeeter" Coates

OTHERS IN ATTENDANCE:

Donna H. Setliff, Community Development Manager
Briana L. Perkins, Community Development Planner I
Councilwoman Sherrie Walker

Chairperson Carolyn Pillar called the meeting to order at 4:00 pm.

APPROVAL OF MINUTES

A motion was made to approve the Minutes of the October 22, 2020 RAC meeting.

Motion: James Jackson
Second: Carlton Johnson
Vote: Unanimous

DISCUSSION ITEMS AND REPORTS

A. Community Development Manager's Items

1. Events – Donna Setliff informed the Commission about the Downtown Corporation holding a storybook event with the local businesses. The storybook event involves a bookmark that children can pick up at the Library showing which local businesses have a page from a children's book in their window for the children to read. The current book is "How Dinosaurs Love" which will run through March and then a new book called "The Cat and Five Little Bunnies" will start in April. From March 29th to April 4th the downtown businesses will be offering store discounts and there might be a raffle for a gift card. On April 2nd and 3rd an Easter bunny will be going around downtown giving out candy for children.

2. Nuisance & Minimum Housing Report – Donna Setliff stated the Department of Community Development Code Enforcement Officers had responded a total of 65 junk vehicle reports in 2020. Since January 2021 there had already been 35 junk vehicle complaints that have been responded to. For minimum housing, 31 houses were put on the housing rehab list and 1 house is schedule to be demolished in March. In 2020 a total of 374 nuisances had been responded to and only 2 since January of 2021.

3. Adopt-A-Street – No new applications have been submitted.

4. Adopt a Pride and Participation Spot – No new applications have been submitted.

5. Donate-A-Tree – No new donations have been received, however Mrs. Setliff reported that three brochures had been sent to an interested individual last week.

6. Adopt-a-Trail – The program was still fairly new and no new applications have been submitted.

7. Pet Waste Stations – Mrs. Setliff reported that the Building Inspectors have checked the bag supply and usage. She was informed that the waste stations have been used and the amount of bags was still enough at the moment.

B. Community Outreach

1. We've Noticed Signs or Cards – No cards have been sent out this month.

2. Informational Cards – No new information sent.

3. Grass Clipping Cards – No cards have been sent out this month.

C. Digital Sign Wording for October – The Commission wanted to use a message previously used about keeping leaves out of the road.

D. Rockingham County Litter Prevention Advisory Committee Report – No new information known.

E. Future Projects

1. Community Litter Pickup – Mrs. Setliff suggested having a cleanup around the April time frame. The Commission agreed that that would be a good time, but maybe have individuals instead of a group participating. Councilwoman Sherrie Walker suggested that there should be a promotional program where individuals would take a picture of themselves picking up litter and sending it in for a reward. Mrs. Setliff said that the reward could be a gift card drawn by a raffle. She also said that advertisements can go out to promote the pickup raffle program for the months of April and May. The Commission accepted the idea and Mrs. Setliff stated that she might need to get with them before the next meeting in March to get consent on starting the program.

2. **Shred Event** – The Commission wanted to reschedule the event for sometime within the month of May. Mrs. Setliff stated that to keep with social distancing, that roll carts for individuals to load their bags would be used. The use of disposable gloves would also be used with enough to change every hour even though the participants would only be handling the roll carts. Mrs. Setliff also said that she would try to recruit volunteers from the Fire Department who had three participating last year. Mrs. Setliff stated that Briana Perkins would call the shred company that was going to be used last year, to see what times would be available for the event.
3. **Adopt-A-Stream Program** – Mrs. Setliff stated that the Storm Water Smart program officer for the local area, named Danika, would help with setting up the program. She also stated that sometime in June, the Storm Water Smart organization would be promoting “Creek Week” where individuals would take a picture of picking up litter around a creek to send in for a reward. She also informed the Commission that the North Carolina Stream Watch Program that Danika is promoting would be a type of educational program that she would hold for the local community to understand the harmful effects of storm water runoff. Mrs. Setliff wanted to inform the Commission about these programs for them to help get the word out to the community.

Councilwoman Walker also asked if the canoe and kayak launch was open at Lake Reidsville yet. Mrs. Setliff responded that the launch is complete, but is not officially opened yet. She stated that the signs have not been placed yet and that Neil McKinney was constructing the base for the sign to sit on. She also stated that the ribbon cutting is scheduled for April to officially open the canoe and kayak launch.

F. Election of 2021 Chair

Catherine Wilson nominated Carolyn Pillar to keep the Commission Chair position.

A motion was made to accept Carolyn Pillar as the Commission Chair for 2021.

Motion: James Jackson

Second: Carlton Johnson

Vote: Unanimous

G. Election of 2021 Vice-Chair

Jim Jackson nominated Catherine Wilson as the new Vice-Chair.

A motion was made to accept Catherine Wilson as the Commission Vice-Chair for 2021.

Motion: Carolyn Pillar

Second: Carlton Johnson

Vote: Unanimous

H. Approval of 2021 Meeting Calendar

Donna Setliff reported that there was only one change to the 2021 meeting calendar. She stated that the change was moving the November meeting from the fourth Thursday, to the first Thursday of the month. She then informed the commission that all other meetings were scheduled for the fourth Thursday of each month with no meeting in July or December.

A motion was made to accept the 2021 meeting calendar as presented.

Motion: Jim Jackson
Second: Carolyn Pillar
Vote: Unanimous

APPEARANCE MEMBERS REPORT

The Commission asked if W.E. "Skeeter" Coates was still a member on the Commission after being absent from the last three meetings. Mrs. Setliff responded that according to the Ordinance after three consecutive missed meetings, the member would be dismissed from the Commission. She explained that this rule was written in order to keep a quorum for voting on the Boards and Commissions. She stated that she had spoken to Mr. Coates earlier and had informed him about losing his position on the Commission for missing the meeting. Catherine Wilson then asked if members can reapply for the same position. Mrs. Setliff confirmed that the members can reapply for the same position to stay on the Commission or Board. Mrs. Setliff also said that she thought Katie Smith had also missed three consecutive meetings to which Miss. Perkins confirmed. She then stated that since both Mr. Coates and Mrs. Smith would be dismissed, that advertisement would go out for others who would be interested.

ADJOURNMENT

There being no further business a motion was made to adjourn the RAC meeting at 4:52pm.

Motion: Catherine Wilson
Second: Jim Jackson
Vote: Unanimous

Briana L. Perkins
Community Development Planner I

MINUTES APPROVED

2/23/21
[Signature]

**MINUTES OF THE
REIDSVILLE HUMAN RELATIONS COMMISSION
MEETING ON TUESDAY, JANUARY 26, 2021
(VIA TELECONFERENCE CALL)
REIDSVILLE CITY HALL
1st-FLOOR CONFERENCE ROOM**

COMMISSION MEMBERS PRESENT: Dick Frohock (in Person)
Katie Smith, Vice-Chair (via call)
Richard Ratliff (via call)
Maricarmen Garduño (via call)
Ivan Tarpley (via call)
Wanda Harley (via call)

COMMISSION MEMBERS ABSENT: Cathy Badgett
Kaylee Hensley

CITY STAFF PRESENT: Cindy Farris (in person)

VISITORS: None

CALL TO ORDER

Dick Frohock called the meeting to order at 6:35 p.m.

INVOCATION

Vice-Chair Katie Smith offered the invocation.

ROLL CALL

Cindy Farris called the roll.

READING OF THE MISSION STATEMENT

Dick Frohock read the Mission Statement.

APPROVAL OF November 24, 2020 MINUTES

Frohock asked Deputy City Clerk Farris to switch two paragraphs on page two before the motion to approve the minutes. Farris agreed.

Richard Ratliff made the motion to approve the revised November 24, 2020 minutes and Wanda Harley seconded the motion, with the minutes being unanimously approved as revised.

MLK Breakfast

Wanda Harley reported that the virtual Dr. Martin Luther King Jr. Annual Breakfast had taken place on January 18, 2021 and was streamed at 9 a.m. via the Chamber of Commerce and NAACP Facebook pages and then later in the day. She said she hoped all

MINUTES APPROVED

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OK

HRC members had the opportunity to view the event and, if not, should try and do so. Harley said she thought with it being a virtual event that sponsorships would be down considerably but was pleasantly surprised that they raised \$5,275. She said they only raised \$5,000 last year and they made some phone calls and were blessed that the sponsors came through.

Harley commented that Reverend Vicki McCain, Pastor of Presbyterian Church of the Cross in Greensboro had been the keynote speaker, with a theme of "Keeping the Dream Alive", and said members' feedback would be welcomed. She mentioned that Reverend Peter Dodge received the Eddie Hughes Award but was not present due to COVID. Harley detailed information related to the scholarships awarded and the other award winners. Frohock mentioned that the Rockingham County Democratic Party contributed \$100 in sponsorships and that the City contributed \$400 dollars from the Human Relations Commission funds.

Harley said the MLK Committee has not had a meeting since the breakfast and that the NAACP will be hosting the event in 2022.

CommUNITY Pride Day

Frohock asked members for their opinions about going ahead with plans for the 2021 event but in a virtual format like the MLK Breakfast. Harley said she thinks it could be done and that they could contact Roy Sawyers and see if he would consider doing this event also for a reasonable fee, possibly the same fee he charged for the MLK Breakfast.

Maricarmen Garduño said she thought it was a good idea and with the success of the breakfast, in her opinion, it is worth doing the CommUNITY Pride Event virtually.


Harley said the breakfast didn't have any issues and was awesome. She said she had heard some people say they missed the social aspect of actually being together. Harley and Richard Ratliff agreed it is worth further discussion.

Frohock said it at least would give everyone something to think about, even with the virus going on, it is an option. He said Sawyers did such a good job, especially with the editing, that members of the MLK Committee had decided to pay him more than his fee and had increased it to \$250.

Education Committee

With Katie Smith being the only member of the Education Committee currently, Frohock asked her if she had anything that needed to be discussed. Smith said she is glad the Commission has been blessed with two student members and how exciting it is that they have joined the Commission. She added that with COVID, they have not come up with anything.

Frohock said he is of the opinion that some in the general public need to be educated about the spread of the COVID virus because he still sees bare faces, or masks worn incorrectly when he is out and about. He reviewed the State and County COVID numbers

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and stressed lives can be saved if people will wear a mask in public, continue to frequently wash their hands or use hand sanitizer and social distance. Ratliff profoundly agreed, he called out the names of several area businesses that aren't enforcing state-mandated rules regarding wearing a mask in public. He stressed the owners/management have the requirements posted on the doors and windows, but some people refuse to comply.

Frohock said on several occasions he has blatantly "called the person out" and commented that he would like them to wear their mask over their nose, so much so that some of these individuals now pull their masks up when they see him coming. He said he has had to speak to management about the matter also. He stressed these employees and employers need to obey the rules. He added if they repeatedly do not comply, then he has decided not to frequent these businesses again.

Smith agreed and said this behavior needs to be corrected and then reinforced and that it starts at the top with the business owner. She suggested composing an email or phoning the business and asking them to have employees honor the state-mandated requirements. Frohock said he realizes they cannot force the issue, but that the matter needs to be addressed.

Ratliff suggested possibly taking out a newspaper ad with the request. He said Sheetz is one of the places he notices it most frequently. He said customers are not concerned about keeping their social distance or wearing a mask, but that it needs to be enforced. Harley agreed that she has seen the same behavior and lack of enforcement at Sheetz. She said she thinks Food Lion is very aware and is setting the standard in the community for their employees and customers.

Frohock said all Commission members who have a Facebook page should use that platform to reiterate the importance of the three W's: washing hands, wearing a mask and waiting six feet apart. He suggested members also talk to management at these businesses and make them aware of your discomfort while doing business there. He said he realizes they cannot force customers to comply. Ratliff agreed.

Frohock explained there was one area business that he shopped at and a lady there did not wear her mask correctly and it bothered him to the point he stopped shopping there. He said he had heard that she had contracted the virus and had died from COVID. He stressed it would be in the community's best interest if they as members can help educate by using social media to remind people of the importance of the 3 W's.

Neighborhood Watch

Harley said the Neighborhood Watch group she is associated with has not met at all during COVID, and she thinks the other groups have done the same in 2020. She said they may look into having virtual ZOOM meetings in 2021.

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CK**Old Business or New Business**

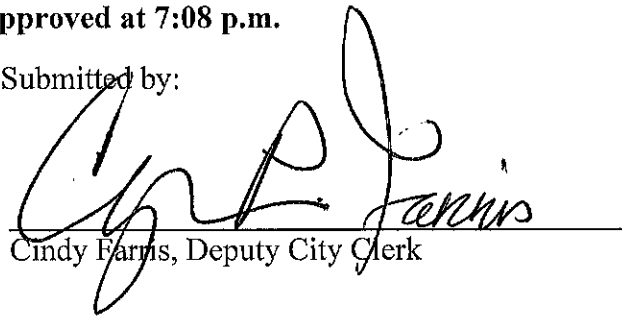
Frohock asked if there was any old business. No one had anything that needed to be discussed. He asked if there was any new business. There was no additional new business that needed to be discussed.

Closing Comments

Frohock said he would like to make a request of the HRC members. He said Human Relations Commission Chair Cathy Badgett is going through a very difficult time currently and asked that members add her to their prayers. He said she has an appointment tomorrow. Deputy Clerk Farris suggested that members pray that Faith takes control of her thoughts and that fear leaves her.

The motion to adjourn was made by Wanda Harley with a second from Katie Smith, and unanimously approved at 7:08 p.m.

Submitted by:



Cindy Farris, Deputy City Clerk