



**AGENDA**  
**REIDSVILLE CITY COUNCIL**  
**MEETING**  
**6:00 PM**  
**Tuesday, June 8, 2021**

*(The June 8th City Council meeting will be livestreamed on the City of Reidsville YouTube Channel.)*

1. Call to Order.
2. Invocation by Pastor Randy Hester, Community Baptist Church, 509 Triangle Road, Reidsville.
3. Pledge of Allegiance.
4. Proclamations & Recognitions:
  - (A) Recognition of 2020 State 2A Football Champion Reidsville Rams, Head Coach Jimmy Teague and coaching staff. *(Weather permitting, Council will leave Council Chambers and go to the front steps of City Hall to recognize the Rams.)*
5. Approval of Consent Agenda.
  - (A) Approval of the May 11, 2021 Regular Meeting Minutes and the May 25, 2021 Special Meeting (Budget Work Session) Minutes.
  - (B) Approval of Preliminary Assessment Resolution for Triangle Road waterline project #2, which calls for a public hearing at the Council's July 13, 2021 meeting.
6. Public Hearings:
  - (A) Consideration of a Zoning Ordinance & Subdivision Regulations Text Amendment to Comply with NCGS 160D. (Enclosure #1/Separate Enclosure) - *Donna Setliff, Community Development Manager*
  - (B) Consideration of a proposed Operating Budget for Fiscal Year 2021-2022 for the ABC Board. (Enclosure #2) - *Jodi Langel, ABC Store Manager*
  - (C) Consideration of a proposed Operating Budget for Fiscal Year 2021-2022 for the City of Reidsville. (Enclosure #3) - *Chris Phillips, Interim City Manager*
7. 2021-2022 Proposed Budget:
  - (A) Consideration of the adoption of the Budget Ordinance for Fiscal Year 2021-2022 and the Resolution of Understandings Accompanying the Budget Adoption. (Enclosure #4) - *Chris Phillips, Interim City Manager*

8. Budgetary Items:
  - (A) Consideration of Budget Ordinance Amendment #10 for year-end adjustments. (Enclosure #5) - *Chris Phillips, Interim City Manager*
  - (B) Consideration of Employee Vaccination Incentive. (Enclosure #6) - *Chris Phillips, Interim City Manager*
9. Ordinance Amendments:
  - (A) Consideration of a Resolution Amending Chapter 4, Building, Construction and Related Activities, Article II, Housing Code, of the City's Code of Ordinances related to the compliance with NCGS 160D. (Enclosure #7) - *Donna Setliff, Community Development Manager*
10. CDBG Grant-Related Items:
  - (A) Consideration of Contract Approval for Legal Services for the CDBG-Neighborhood Revitalization Grant. (Enclosure #8) - *Donna Setliff, Community Development Manager*
11. Public Comments.
12. City Manager's Report:
  - (A) Month of June. (Enclosure #9)
13. Council Members' Reports.
14. Miscellaneous:
  - (A) For Information Only.
15. Move to the First-Floor Conference Room for a closed session to discuss legal, economic development and personnel pursuant to NCGS 143-318.11(a)(3),(4) & (6).
16. Adjourn.

**MINUTES OF THE REGULAR MEETING  
OF THE REIDSVILLE CITY COUNCIL  
HELD TUESDAY, MAY 11, 2021 AT 6:00 P.M.  
COUNCIL CHAMBERS, CITY HALL**

*This meeting, which was livestreamed on <https://twitch.tv/rockinghamupdate>, was held in Council Chambers at City Hall with Council and staff attending in person.*

**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  
Donna Setliff, Community Development Manager  
Jeff Garstka, Economic Development Director  
Ronnie Ellison, Interim Police Chief  
Walter Joyce, Police Sgt.  
Sharra Carter, Police Sgt.

**CALL TO ORDER.**

Mayor Donecker called the meeting to order.

**INVOCATION BY ASSOCIATE PASTOR GEORGE GUNN, ELM GROVE BAPTIST CHURCH, 1302 HWY 29 BUSINESS, REIDSVILLE.**

Pastor George Gunn provided the invocation.

**PLEDGE OF ALLEGIANCE.**

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

**PROCLAMATIONS & RECOGNITIONS:**

**RECOGNITION OF NATIONAL POLICE WEEK MAY 9-15, 2021, AND NATIONAL POLICE OFFICERS MEMORIAL DAY ON MAY 15, 2021.**

Mayor Donecker read aloud a proclamation recognizing National Police Week and National Police Officers Memorial Day. Accepting the proclamation on behalf of the Reidsville Police Department were Interim Police Chief Ronnie Ellison, Sgt. Walter Joyce and Sgt. Sharra Carter. Interim Chief Ellison expressed his appreciation on behalf of the men and women of the

Reidsville Police Department. He said they are here to serve, that every day they get up, put this uniform on not knowing if they will return home. He stressed they are here to serve the citizens of Reidsville 24/7 and are a phone call away.

The proclamation as presented follows:

## **PROCLAMATION**

**WHEREAS**, the members of the Reidsville Police Department play an essential role in safeguarding the rights and freedoms of citizens; and

**WHEREAS**, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

**WHEREAS**, the men and women of the Reidsville Police Department provide a vital public service;

**NOW, THEREFORE**, I, John M. “Jay” Donecker, Mayor of the City of Reidsville, on behalf of the Reidsville City Council, do hereby proclaim May 9-15, 2021 as “***National Police Week***” in Reidsville commemorating law enforcement officers, past and present. I further call upon all citizens to observe May 15, 2021, as “***Peace Officers’ Memorial Day***”, in the State of North Carolina, in honor of those police officers who have made the ultimate sacrifice in service to their community or have become disabled in the line of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

This the 11th day of May, 2021.

/s/

\_\_\_\_\_  
John M. “Jay” Donecker VMD, MS  
Mayor

### **APPROVAL OF CONSENT AGENDA:**

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

### **APPROVAL OF APRIL 13, 2021 REGULAR MEETING MINUTES.**

With the approval of the Consent Agenda in a 7-0 vote, the Council approved the April 13, 2021 Regular Meeting Minutes.



**APPROVAL OF A RESOLUTION BY THE CITY OF REIDSVILLE OPPOSING SB 349/HB 401.**

With the approval of the Consent Agenda in a 7-0 vote, the Council approved a Resolution opposing Senate Bill 349/House Bill 401. A copy of Community Development Manager Donna Setliff's memo dated April 30, 2021 about the bill follows:

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

**TO:** The Honorable Mayor Donecker and Members of the Reidsville City Council  
**FROM:** Donna H. Setliff, Community Development Manager  
**DATE:** April 30, 2021  
**RE:** Opposition to SB 349/HB 401 (Increase Housing Opportunities)

Municipalities and Counties across North Carolina are opposing SB 349/HB 401, I am asking our Council do the same. This Bill requires local governments to allow duplexes, triplexes, quadplexes, and townhouses in all residential districts wherever land is served by public or centralized water and sewer (excluding historic districts). Reidsville low-density zoning R-20, RA-20 and the medium density district of RS-12 allows for duplexes but no apartments. This would require Reidsville to allow up to a quadplex in all residential zoning districts. Townhomes are currently allowed with the approval of a Special Use Permit. This Bill would remove the ability of Council to consider the impacts of allowing townhomes in these districts. Townhomes would be allowed by-right in our low-density districts.

Further, Local governments must allow one accessory dwelling unit on a lot occupied by a single-family detached home and may not apply any requirement to have conditional zoning or off-street parking requirements. This additional accessory unit could be a duplex. Again, this would affect all residential zoning districts. In Reidsville's high-density R-6 zoning the single family lot size is 6,000 sq. ft. The density in R-6 and R-12 would increase drastically with no off-street parking requirements.

It prohibits local governments from downzoning land with access to public water and sewer unless the local government can show a change in circumstances that affects health, safety, and welfare. Two recent rezonings could have been prohibited by this Bill unless Staff was able to show significant changes that affects the health, safety and welfare of others in the area. These rezonings were on Barnes St/Holiday Loop Rd and off Sherwood Dr. This Bill is to increase housing but this action discourages development.

This Bill will most harm citizens in low and moderate income areas, as it exempts residential areas in which private restrictive covenants have been placed on the subdivisions, thus differentiating between such subdivisions and the neighborhoods without such protections.

It has been mentioned that this Bill supports affordable housing by increasing supply and decreasing cost. However, there is nothing in the Bill that controls costs or ensures affordability. This Bill only takes away the City's choice in housing and its citizen's choice.

There are other changes, but these are the most concerning. If you desire to view the Bill in its entirety, please contact me and I will forward you a copy. Again, I would ask City Council to oppose SB 349/HB 401 by adopting the attached resolution. (END OF MEMO)

The Resolution as approved follows:

**A RESOLUTION BY THE CITY OF REIDSVILLE  
OPPOSING SB 349/HB 401 (“INCREASE HOUSING OPPORTUNITIES”)**

**WHEREAS**, recognizing the importance of zoning to the peace, prosperity, and happiness of North Carolina municipalities, for generations the State of North Carolina has allowed municipalities to regulate local development, which in turn, residents have relied upon in making their most important financial investments, the purchase of their homes; and

**WHEREAS**, the legislation proposed in SB 349/HB 401 (“Increase Housing Opportunities”) is of great concern to the City of Reidsville within and other local governments in North Carolina; and

**WHEREAS**, provisions within this legislation would severely diminish or even eliminate the ability of local government to determine what is best for its community or even allow community input or involvement in the decision-making process; and

**WHEREAS**, development would become uncontrolled and reckless with little to no regard for property owners’ rights, added stress and demand on a local government’s infrastructure which would eventually lead to declining property values; and

**WHEREAS**, city officials were elected by their citizens for a reason – to protect and preserve the quality of life that they have come to enjoy; and

**WHEREAS**, residents could not enjoy a safe and secure, clean and well-kept environment with plenty of amenities offered, if it were not for the efforts put forth by its elected officials and staff in utilizing effective and proven zoning processes that include community input; and

**WHEREAS**, municipalities in the State of North Carolina have their own unique characteristics and challenges so that “one size” does not “fit all”, and statewide zoning mandates thus may have unintended negative consequences for the residents of the municipalities and State wide; and

**WHEREAS**, uniform legislation for all local governments under one statewide zoning mandate would eliminate the single-family zoning designation and allow multi-family housing in every neighborhood; and

**WHEREAS**, increased housing does not guarantee more affordable housing nor does this legislation.

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

1. That the General Assembly not adopt either HB401 or SB349;
2. That if passed, the Governor, the Honorable Roy Cooper, veto these measures;
3. That a copy of this resolution be sent to our elected State representatives and the Governor;
4. That the City Manager take whatever additional steps he deems prudent in opposing this legislation.

**ADOPTED** this the 11<sup>th</sup> day of May, 2021 by the City Council of the City of Reidsville, North Carolina.

/s/ \_\_\_\_\_  
**JOHN M. "JAY" DONECKER, MAYOR, REIDSVILLE, N.C.**

ATTEST:

/s/ \_\_\_\_\_  
Angela G. Stadler  
City Clerk  
(SEAL)

*(End of Consent Agenda)*

**PUBLIC HEARINGS:**

**CONSIDERATION OF A REZONING REQUEST FOR PROPERTY LOCATED AT 2622 SOUTH SCALES STREET, REIDSVILLE, SPECIFICALLY ROCKINGHAM COUNTY PARCEL NO. 148831, FROM RESIDENTIAL-20 (R-20 TO HIGHWAY BUSINESS (HB). KATHLEEN BURCH CASSADY AND WILLIAM JEFFREY CASSADY OWN THE PROPERTY AND SUBMITTED THE APPLICATION. (Z 2021-05)**

In making the staff report, Community Development Manager Donna Setliff reviewed the points made in her April 28, 2021 memo, which follows:

**MEMORANDUM**

**TO:** The Honorable Mayor Donecker and Members of the  
Reidsville City Council  
**FROM:** Donna H. Setliff, Community Development Manager  
**DATE:** April 28, 2021  
**RE:** Rezoning Z 2021-05

The applicant has requested the parcel at 2622 S. Scales St. be rezoned from Residential-20 (R-20) to Highway Business (HB). South Scales Street headed north is a transition area. It is a mix of both commercial and residential uses. The intersection of Freeway Drive, South Scales Street and US 29 Business is a prime location for commercial growth. The parcel abutting this property wraps around it on the west and south, it is zoned Highway Business (HB). The property on the east side of South Scales Street is Highway Business (HB). The immediate parcels to the north are Residential-20 (R-20). However, a quarter mile north you enter another area of Highway Business (HB) zoning.

The City's Comprehensive Plan maps Activity Centers though out the City. Activity Centers are places where particular activities are encouraged. The Plan maps this intersection area as an

Activity Center for commercial/industrial growth. Additionally, Plan strategies encourage the development of a small business environment in Reidsville.

The rezoning of this property would not impose undue hardships on the adjacent properties nor City facilities such as streets and utilities. It should be noted that the parcel is within the Lake Jordan Watershed and partially in the Troublesome Creek Watershed.

In my Planner's opinion this property is suited to be Highway Business since the properties surrounding it are also commercial. Access to the parcel is from S. Scales St. and US 29 Business, which already handles business traffic. The rezoning is supported by the Comprehensive Plan. Subsequently, the rezoning is a continuation of the neighboring Highway Business zoning.

### **PLANNING BOARD RECOMMENDATION**

The Planning Board favorably recommended the rezoning by unanimous vote to the 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. (END OF MEMO)

As Setliff reviewed her memo, she did note the new Tractor Supply store is located to the east and zoned Highway Business. The Cassadys also own property to the east and south of the site being considered for rezoning, she said, both of which are Highway Business, so this would be a continuation of existing zoning. Staff is recommending the rezoning, along with unanimous recommendation by the Planning Board, she stated.

With no questions for Setliff, Mayor Donecker opened the public hearing at 6:07 p.m. asking if anyone wished to speak in favor or against the rezoning? One of the property owners, Mr. Jeffrey Cassady, 2624 S. Scales Street, came forward to say that he and his wife are owners of the property, which he stated is across the street from Tractor Supply. They have two parcels side by side, and four acres are already zoned HB. The one-acre tract was separated in 1990, Mr. Cassady noted, to build a small house for his wife's parents. That house has since been moved and relocated away from the site, making it a vacant property. He said they wanted the rezoning to make the zoning consistent across these five acres.

With no one else coming forward, the Mayor closed the public hearing at 6:08 p.m.

**Councilwoman Walker then read the suggested motion as follows: Based on the information provided by 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 the motion that the rezoning be recommended by the City Council for approval. The motion was seconded by Councilman Gorham and unanimously approved by Council in a 7-0 vote.**

Mayor Donecker asked Setliff asked about the one sliver of property adjacent to Tractor Supply and whether those property owners had been notified that it might be of benefit to rezone that land to Highway Business? He noted that the house on the property appears to be empty. Setliff said no, adding that property goes back to a huge property in our Industrial Park. The Mayor said, so, it provides access to another parcel? Setliff replied in the affirmative. He asked if it would be best for the property to be rezoned to HB? Setliff said it might be best to “wait and see” what happens with that other particular piece of property first.

Prior to discussing the next item, Economic Development Director Jeff Garstka said they had been talking with the Cassadys for several years about their property, and it was good to see some movement over there. He said that was a corner that they expected to see continue to develop.

**CONSIDERATION OF AN AMENDMENT TO THE ORIGINAL AGREEMENT FOR FARMINA PET FOOD USA, LLC, TO REFLECT A CHANGE IN THE LOCATION OF THE PROJECT.**

In making the staff report, Economic Development Director Jeff Garstka reviewed his April 27, 2021 memo, which follows:

**MEMORANDUM**

**TO:** Chris Phillips, Interim City Manager  
**FROM:** Jeff Garstka, Economic Development Director  
**SUBJ:** Public Hearing for Amendment to Farmina Performance Agreement  
**DATE:** April 27, 2021

City and County staff have been working with Farmina Pet Foods over the past several weeks to determine the best location for their property and future options. Under the current agreement, the City/County agree to convey all of Lots 10 C and B at no cost and the company has an exclusive option to purchase Lot A. While there is not a promise of expansion into the wet food market at this time, the company wants to reserve the right to the land with plans of expansion down the road.

Due to a change in building and site plans, the company is requesting to keep Lot C and a small part of Lot B for their first project. They would like to exchange the remainder of B and all of A for Lot 2 across Sands Road from the Lot 10 site.

City and County staff support this request and the Rockingham County Board of Commissioners have already approved the request in a public hearing. (END OF MEMO)

He noted that as the company has been working through their development plans with their architects, contractors and engineers, they have asked the City to consider a land swap, which he

then discussed in greater detail. The lot the company had planned to acquire was located, as you come down Sands Road and cross North Technology Drive, the property would be on the left, Garstka explained. It is a 35-acre piece of land, which is shown on tax records as three separate parcels, A, B & C of Lot 10.

The current plan has the City agreeing to convey Lots B & C with an option on Lot A for potential future expansion, the Economic Development Director noted. Now the company is proposing they keep all of Lot C with a tiny sliver of Lot B, based on some setbacks that will be required, and give back the remainder of Lot B and all of Lot A. In exchange, we would convey to them Lot 2, which is directly across the street from that site and directly across Technology Drive from Amcor, Garstka stated.

He noted that the County Commissioners have already approved the change at their public hearing. Garstka said he supports it, and the change does not reflect in any negative way on the economic development project itself and helps the company out.

The Mayor asked what the Council should state in its motion so that it is legally binding? After some discussion, it was decided that Council would only need to approve the amended agreement, which had been included in their packets.

Councilmember Scoble asked if Farmina would begin this project on Lot C? Garstka said yes, adding that was not different than the original plan. The Mayor said any expansion would occur across the road? The Economic Development Director agreed.

Mayor Donecker opened the public hearing at 6:14 p.m., asking if anyone wished to speak in favor or against? No one came forward and the public hearing was closed at 6:15 p.m.

**Councilman Gorham made the motion to accept the amended agreement, which was seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote. (A COPY OF THE AMENDED AGREEMENT WITH FARMINA IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)**

The Mayor congratulated Garstka on the good communication involved in this project, including that done with the County.

**CONSIDERATION OF RESOLUTION DIRECTING THAT THE PROJECT BE UNDERTAKEN FOR THE WATER EXTENSION INSTALLING APPROXIMATELY 200' OF TWO-INCH WATERMAIN AND APPURTENANCES BEGINNING AT THE INTERSECTION OF LAWNDALE DRIVE AND TRIANGLE ROAD HENCEFORTH SOUTHEAST ALONG TRIANGLE ROAD TO THE SOUTHEAST CORNER OF PARCEL NO. 8903-09-05-8968. (WP-2021-01)**

In making the staff report, Interim City Manager Chris Phillips reviewed his May 11, 2021 memo, which follows:

## **MEMORANDUM**

**TO:** Mayor Jay Donecker and Members of Reidsville City Council  
**FROM:** Chris Phillips, Interim City Manager  
**SUBJ:** Public Hearing for Triangle Road Water Line  
**DATE:** May 11, 2021

Last month on the Consent Agenda we included a petition for a water main extension along Triangle Road. The proposed water line includes approximately 200 feet of 2-inch watermain and appurtenances beginning at the Lawndale/Triangle Road intersection and traveling southeast along Triangle Road to the southeast corner of Parcel No. 8903-09-05-8968. The petition submitted is valid representing 100% of the property owners (3/3) and 100% of the footage (111.17/111.17).

Today's public hearing was advertised. Those residents included on the petition were sent a copy of the Preliminary Assessment Resolution approved by Council last month, which calls for the public hearing. If Council approves the attached Resolution Directing That the Project Be Undertaken, staff will begin work on the project.

Therefore, staff is requesting the attached Resolution be approved following the public hearing.  
(END OF MEMO)

Interim City Manager Phillips stressed that this was a valid petition representing 100% of the three property owners and footage. Last month the Consent Agenda called for the public hearing this month, he noted.

Mayor Donecker opened the public hearing at 6:16 p.m. by asking if anyone wished to speak in favor or disfavor? No one came forward and the public hearing was closed at 6:17 p.m.

**The Mayor asked if there was a motion to approve the Resolution Directing that the Project Be Undertaken, at which Councilman Gorham stated "so moved", which was seconded by Mayor Pro Tem Brown and unanimously approved by Council in a 7-0 vote.**

The Resolution as approved follows:

### **RESOLUTION DIRECTING THAT THE PROJECT BE UNDERTAKEN**

**WHEREAS**, on the 13<sup>th</sup> day of April, 2021, the City Council of the City of Reidsville adopted a Preliminary Assessment Resolution providing for the extension of the water system by constructing approximately 200' of two-inch watermain and appurtenances beginning at the intersection of Lawndale Drive and Triangle Road henceforth southeast along Triangle Road to the southeast corner of Parcel No. 8903-09-05-8968, said extension to be financed by assessment of \$20.00 per linear foot against the benefitted real property; and (Said petition bore the signatures of 100% of the property owners representing 100% of the front footage)



**WHEREAS**, the required public hearing has been held after due notice to the public and to the owners of the affected real property;

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

- (1) The water system of the City shall be extended by constructing approximately 200' of two-inch watermain and appurtenances beginning at the intersection of Lawndale Drive and Triangle Road henceforth southeast along Triangle Road to the southeast corner of Parcel No. 8903-09-05-8968 under and by virtue of Article 10, Chapter 160A of the General Statutes of North Carolina and the procedure therein established, and said project is hereby directed to be undertaken.
- (2) Said project shall be assessed at the rate of \$20.00 per front foot against benefitting properties.
- (3) The assessments herein provided for shall be payable in cash, or if any property owner shall so elect, he shall have the option of paying the assessment in five (5) equal annual installments, said installments to bear interest at the rate of eight percent (8%) per annum.

Adopted the 11th day of May, 2021.

/s/ \_\_\_\_\_  
John M. "Jay" Donecker  
Mayor

ATTEST:

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

The following City Council Members voted for passage of the above resolution:

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

The following City Council Members voted against the passage of the above resolution:

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

*(End of Public Hearings)*

**BUDGETARY ITEMS:****PRESENTATION OF PROPOSED FISCAL YEAR 2021-2022 BUDGET WITH PUBLIC HEARING TO BE HELD JUNE 8, 2021.**

Before beginning the budget presentation, Interim City Manager Chris Phillips recognized soon-to-be City Manager Summer Woodard, who was in the audience, and noted she would be living by the budget that we would be putting in front of her, which drew a chuckle from the Council members. Ms. Woodard said she appreciated the opportunity and looked forward to working with Council, staff and most importantly, the residents of Reidsville. She also thanked Interim City Manager Phillips for the great job he has done. Phillips noted that Ms. Woodard would be presenting her budget in Franklin the same night Council has its public hearing so we wanted to have a balanced budget for her use when she arrived so she could hit the ground running.

Phillips said he would be reading from some of the Budget Message. (A COPY OF THE ENTIRE 2021-2022 BUDGET MESSAGE IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) He said the proposed budget is \$31,116,450 versus the current budget of \$30,221,950, which is an increase of \$894,500, about 2.96% increase overall. He noted Council members received their budget books prior to the weekend, but they do have a month before the public hearing to review it. He said we have the ability to meet and discuss the proposed budget in greater detail before then over as many times as Council thinks is necessary.

The Interim City Manager said the objective of the proposed budget is to hold operating and capital expenses to a minimum while continuing to serve the citizens of Reidsville. He said that is always the overall objective. Each budget does stand alone as a fiscal year, but they also weave together as part of a management philosophy and economic pressures that don't recognize 12-month periods, he stated.

This proposed budget for Fiscal Year 2021-2022 probably has more ties to prior budgets in prior years than others have because of two overarching issues, Phillips stated. The first is obviously the COVID-19 pandemic, he said, as he discussed the City's increased use of Zoom, etc. for meetings versus being together in person. COVID-19 is obviously not over, the pandemic does exist, he said, and will continue to exist in the next fiscal year. It really hit us hard at the end of the 2020 fiscal year, he said, citing the loss of some revenues, particularly on the utility side as some businesses closed (temporarily) and didn't use those utilities. We did some conservative spending at the end of 2020 with a few months to go to offset some of that, he noted, and we started 2021 with a real uncertainty regarding our revenues. Some experts had indicated we should cut our expected revenues by as much as 40% due to the pandemic with sales tax being the largest one. We did not cut that much but pretty much held the line, Phillips explained, and fortunately at this point in the budget, the sales tax revenues have come in well above estimations. North Carolina figured out online sales tax in February of last year right before people started using online purchasing and that was a savior, he noted. We have seen an increase in sales tax revenues, and we didn't have the shutdowns that could have happened so we are expecting a decent surplus in the current year. We held our expenses, he continued and had savings from being conservative, having no part-time staff working since some City facilities were closed which used part-time staff, some employee turnover as well as trouble filling positions, which also created surplus.

Phillips said we should have a really good surplus that should help us with some of our capital needs. Staff did a good job turning in responsible requests on operations and on capital, he said, but there won't be enough to cover a small increase in operational expenses and all of the capital needs next year. Therefore, he plans to use some of the surplus this year to cover some of the capital needs requested for next year, Phillips stated. He added that he believes we should be able to handle most of the capital need over the two fiscal years.

Also, the City has been dealing since 2016 with the loss of our largest taxpayer, the Interim City Manager said. Since realizing that the cigarette factory could close, we have been optimistically cautious, Phillip said. Since 2016, we have been using dollars that we weren't sure would be recurring on capital so that the day the factory shut its doors and the tax value declined, it wouldn't be as much of a shock, he continued. We kept operations from growing, he added. Each year since 2016, we have seen that largest taxpayer become smaller but while remaining the largest taxpayer, the percentage of the company's entire tax base became a smaller percentage, he said. With the upcoming budget, they will lose about half of the assessed tax value through machinery that has depreciated and finally, less raw materials and inventory. They will drop from being our top taxpayer but will probably remain in the top five or six. However, we have had growth, which overcame the drops each year; therefore, we remained constant. Even with the big drop this year, he said he thinks we will remain constant due to other growth. From this point, when we have growth, it may be true growth after dealing with the losses from the top taxpayer over the past 5-6 years, Phillips stressed.

As he told them at the last retreat, holding back on expenses has put us a little behind on several personnel items so we need to get caught up from the past two years and increases there. We have been able to incorporate all of that, Phillips noted. First, the Local Government Employees Retirement System has been increasing the retirement system rate. This is the third of five years and will cost the City \$108,000, he said, which is in this budget. Health insurance is always a concern, and we had some large claims this year so we were expecting a large increase; however, fortunately, it only landed up being a 3% increase. The pandemic may have helped us in that realm, he said, because people had less elective surgeries, and the insurance pool had a better year and was able to absorb some of our large claims. We are looking better in the current calendar year as well, Phillips said, however, it still cost us \$110,000. It raises the cost of insurance for each employee to \$11,000 a year, which the City pays, and we want to hold on to that as long as we can because it is an excellent benefit that helps with recruiting.

Phillips then discussed the pay plan the City does annually, which is rotated to review the Police Department, Public Works and then everyone else. Last year we would have implemented the results of the pay plan for the Police Department but held off due to the pandemic, the Interim City Manager explained. This proposed budget does include the \$145,000 cost to implement the PD pay plan, which will bring beginning pay for police officers to \$38,437, which he said he thinks will be the highest starting pay in the county. Other positions in the department increased by two pay grades, he added, which should help with recruitment and retainment as it becomes more and more difficult to hire police officers, he noted. Finally, he said he would like to do a Cost of Living Adjustment for our employees. We were unable to do that last year, he stated, so he believes he has found a way to incorporate it through a \$500 COLA for employees. As of July 1, everyone's base salary will go up \$500. He also added that since we were unable to do

anything last year, and since we have the surplus, he'd like to give employees a \$500 bonus in June. He reminded Council members that all full-time employees were named the "2020 Employee of the Year" and given a \$500 bonus in December so each will receive a \$1,000 bonus total. With this \$500 bonus, employees will be able to start off the summer with some cash in their pocket, probably about \$400 once taxes and retirement are taken out. Phillips said he would probably bring that \$500 bonus to Council next month so they can approve it as well.

Interim City Manager Phillips told Council members if they looked at their budget books in Section B, Appendix B, it details the capital outlay and an extra column has been added to show what has been recommended to be purchased this year and next year. A few things were cut and may be revisited after the final surplus is determined. He noted that there are two large pieces of equipment in the Street Department and two large pieces of equipment in the Sanitation Department that he is recommending for purchase next year through lease purchasing. Right now, interest rates are still at historical lows, and it makes sense to replace these large pieces of equipment by borrowing. It will increase the debt load in the General Fund, he stated, but we have very little debt in that fund, adding there is no general obligation debt, it is only lease financing. He said we do have one debt rolling off. This will increase our debt service by about \$91,000, he noted, for the next approximate five years as we finance these large pieces of equipment at a cost of \$589,000 total.

Councilman Festerman asked Phillips to identify the pieces of equipment. The Interim City Manager said there are actually five pieces, including a smaller piece of equipment we will probably finance as well: in Street, \$100,000 for a Mowing Tractor, \$148,000 for a Bucket Truck, \$61,000 for a Leaf Machine with a Leaf Box, \$6,500; and in Sanitation/Solid Waste, \$152,000 for a Brush Truck and \$122,000 for a Road Tractor. He said, as Council knows, we had some problems with our brush trucks, and the City of Eden came over and helped us out on a couple of weekends to get caught up. We do have all of the trucks back, but we need to replace one of those, he said, adding that we might trade out that road tractor for a second brush truck once the budget is set and Public Works can analyze it more closely. This is all replacement and will be financed over five years, Phillips said.

The Interim City Manager said capital requests in the General Fund totaled \$1,416,200 while \$745,400 is recommended for purchase in the coming year, including the pieces of equipment just mentioned and \$155,900 for IT equipment since we must continue to invest in ever changing technology. He said he is also recommending another \$533,900 be spent out of the current year's surplus. The biggest part of that is \$269,000 for five police cars, he said, adding that the Police Department did not purchase any cars in the past year. He said some of these items they would try to go ahead and get purchase orders for in June, but he said they may wait and see what the final surplus looks like at the end of the year.

Parks & Recreation requested \$86,800, he said. He was looking to fund \$30,800 of the requests in the current budget year and check later to see if there are monies for the two cut items. The Combined Enterprise Fund asked for \$668,700 in capital requests of which Phillips said he could fund \$600,350. That is about \$9,000 more than we purchased in capital for the current year. He said in our utility funds we must continually reinvest in them and that each year, we talk about the rates and the operating margin in the utility fund and the ability to reinvest. We want to be

able to purchase about \$500,000 to \$600,000 in equipment or make major repairs each year, and in this budget, we are able to do that without any rate increases. There is also no tax increase or use of Fund Balance in the current year, he stressed. However, we do plan to use a lot of the surplus that went with the Fund Balance in the current year we are in to handle some of these capital requests, he said.

Upon a question from Councilman Festerman regarding the projected Fund Balance for the coming year, Phillips discussed the state of the City's Fund Balance, noting it has been pretty flat at about anywhere from \$4.5 to \$5.5 million over the past 15 years. He said Council has given direction that we are not here to build reserves, but we need adequate reserves. He said he hopes to maintain that Fund Balance around \$5 million. Much of the surplus he has been talking about has come from savings on the expense side, by not hiring part-time employees, turnover, etc. He said the other side of that are excess revenues, which he hasn't discussed up to this point because he also has a plan for that money. He reminded Council that the City had sold a piece of property for \$182,000, which has not been designated, and sales tax should be about \$300,000 to \$400,000 over in excess of budget. That comes in at about \$530,000, which if Council will remember, is about the projected cost of a splash pad. With the excess revenues from this COVID year, we should be able to do the splash pad, Phillips said. He noted that as bad as COVID was in 2020 and due to the City's conservative nature, it did create a bit of a buffer for us, plus we don't usually have such a large piece of property to sell, he noted. He said he believes we can handle these capital needs and the splash pad. He said it appears we won't be able to get a splash pad done before this summer's end so we do plan to open up the fire hydrants, etc. in neighborhoods this summer.

Phillips said no new debt is planned in the utility fund for any capital needs although we do have some capital projects we will discuss later tonight. He said they had discussed the \$91,000 debt service increase. The book has all the line item details, which can be discussed at the budget work session. The budget book is available in the Clerk's Office for the public as well as the Public Library, he noted.

Phillips did point out the Resolution of Understandings, which is included in the front of the budget book and will need to be approved along with the budget on June 8, 2021. He reviewed it briefly.

The Resolution is as follows:

## **RESOLUTION OF UNDERSTANDINGS ACCOMPANYING THE BUDGET ADOPTION FOR FISCAL YEAR 2021-2022**

**WHEREAS**, the City Council of the City of Reidsville has adopted an annual operating budget for Fiscal Year 2021-2022, which raises revenues and authorizes expenditures for the operation of the City; and,

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

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

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

**COVID-19 Pandemic Economic Impact** – The budget was completed based on calculations of revenues that could be greatly impacted by the COVID-19 Pandemic. As such, the proposed budget may have to be amended throughout the fiscal year.

**City Employment** – City employment is established at a level of 194 full-time positions.

**Employee Benefits** – Benefits currently existing for full-time employees and retirees will remain unchanged. Group health and dental insurance have been secured through the Municipal Insurance Trust administered by the NC League of Municipalities. Premiums will increase by 3% for both employees/retirees and dependents. Annual wellness visits and age-related screenings are required by primary insured and covered spouses participating in the fund or a 10% penalty will be assessed.

**Wellness Program** – The City Council has agreed to continue providing a wellness program for City employees, retirees and covered dependents. Participation in the Wellness Plan allows participants to lower their deductible by \$250 a year.

**Cost-of-Living Adjustment** – The City's budget for 2021-2022 will provide a \$500 per employee increase in full-time employee salaries. Performance appraisals will continue without being tied to performance pay. In addition, salary increases resulting from a promotion and those resulting by the accomplishment of steps in the career ladder will be honored.

**Pay and Classification Study** – The pay plan study for the Police Department will be implemented in the 2021-2022 fiscal year. The second year of the study will be completed to assess the pay of Public Works employees.

**Fee Schedule** – There are changes to landfill fees as noted on the fee schedule presented with the budget.

**Debt Service/Lease Purchase** – There is a debt issuance for Street and Sanitation vehicles totaling \$589,500 included in the 2021-2022 fiscal year budget.

This the 8<sup>th</sup> day of June, 2021.

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John M. "Jay" Donecker, Mayor

ATTEST:

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Angela G. Stadler, CMC/NCCMC, City Clerk (END OF RESOLUTION)

He noted that the only fee increase is the tipping fee since the County has told us they will be going up \$1 per ton. We have also seen an increase in volume over the last couple of years, he added.

Councilmember Scoble asked who is the City's #1 taxpayer now? In the current year, it is still the cigarette factory, Phillips said, but next year it will likely be the apartment complexes built by Tom Holderby, which is at #2 right now.

Discussion centered briefly on the impact of the potential bill in the Legislature which would allow police officers with advanced certificates in law enforcement and at least five years of service to purchase up to four years of service time. Reidsville has a long standing tradition of providing training time so that many of our officers do get their advanced certificates, Phillips noted. You have always been able to buy prior service, like military service, he said, to add to your years to reach retirement. Several years ago a 25-year retirement was approved but that did not give those officers the right to other benefits so they were considered early retirement. This bill would allow officers within four years of 30 years to buy those years and go ahead and retire. The City would not only have to pay separation allowances but also insurance as part of a service retirement. Phillips said we have a half a dozen officers in that four-year window. It is estimated it could cost cities \$2.6 million statewide in additional separation allowance to fund those benefits. He said he has not seen how much it would actually cost these officers to buy these years. In theory, it is believed some might use their 401k to buy the extra years and retire early. It could wipe out some departments, he said.

Mayor Donecker observed that we are not funding the skat bus this year, but the program is continuing by using other sources.

Council members agreed a budget work session should be held. They settled on 4 p.m. on Tuesday, May 25, 2021 for about two hours.



**GRANTS:**

**CONSIDERATION OF A REVISED RURAL ECONOMIC DEVELOPMENT GRANT AGREEMENT FOR THE RURAL READY SITES WITH THE NC DEPARTMENT OF COMMERCE AND A RESOLUTION AUTHORIZING SIGNATORIES FOR THE PROJECT, AN ADJUSTED BUDGET ORDINANCE AMENDMENT AND CAPITAL PROJECT ORDINANCE.**

In making the staff report, Interim City Manager Phillips reviewed his May 3, 2021 memo, which follows:

**INDUSTRIAL DEVELOPMENT FUND APPLICATION - UPDATE**

**To: Honorable Mayor Doctor Jay Donecker and the Reidsville City Council**

**From: Chris Phillips, Interim City Manager**

**Date: May 3, 2021**

As I had reported to you all at the March Council meeting, the City had received funding from the Governor's Rural Ready Site program a couple of years ago 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 future projects.

Due to a very quick turnaround time, etc., we did not learn until later that the proposed budget was not enough to properly extend the utilities across the ravine on the property. 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. I have attached my previous memo, which outlined the need for the additional \$180,000 match required by NC Commerce.

The City and Rockingham County had partnered on this land and on this project with the City administering the project and the grant funding. Glynn Fleming with WithersRavenel appeared before the County Commissioners last month about reimbursing half of the match for this additional funding. The County agreed to fund its half, \$90,000.

Attached is the updated grant award letter for \$1,672,435 and the revised grant agreement. We are asking Council to accept the revised grant award and authorize the Mayor to execute the grant agreement and any related documents, including the attached Resolution identifying the signatories for the grant funding and the revised Budget Ordinance Amendment and Capital Project Ordinance.

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

Phillips reviewed the highlights of his memo, stressing that while the City had approved in March to pay the entire \$180,000 match required by NC Commerce to get this project moving, the County as a partner on this project has approved to pay its half, \$90,000. He noted that the Budget Ordinance Amendment and Capital Project Ordinance Amendment

recognize that \$90,000. He noted that the actual agreement was also in the packets for Council to approve tonight.

Councilmember Scoble asked Phillips when will the project begin? He said he thought that some pre-staging has already been going on. He said if Council remembered from last month, the low bidder had agreed to perform the work under the budget that was given until these additional monies were received, allowing the whole project to be done. He said it should be starting very soon.

**Mayor Pro Tem Brown made the motion, seconded by Councilman Gorham and unanimously approved by Council in a 7-0 vote, to approve the revised agreement. (A COPY OF THE REVISED AGREEMENT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)**

**Councilwoman Walker then made a motion, seconded by Councilman Gorham and unanimously approved by Council in a 7-0 vote, to approve Budget Ordinance Amendment No. 9.**

Budget Ordinance Amendment No. 9 as approved follows:

#### **BUDGET ORDINANCE AMENDMENT NO. 9**

**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 reflect the County's commitment of matching funds for Industrial Development Fund grant (adjusts Budget Ordinance Amendment no. 7);

**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 **decreased** by \$36,000.00; that revenue account number 62-3991-0000, Sewer Fund Reserves, be **decreased** by \$54,000.00.

**Section 2.** That expense account number 61-4120-0051, Transfer to Capital Projects, be **decreased** by \$36,000.00; that expense account number 62-4120-0052, Transfer to Capital Projects, be **decreased** by \$54,000.00.

This the 11th day of May, 2021.

/s/ \_\_\_\_\_  
John M. "Jay" Donecker  
Mayor

ATTEST:

/s/

Angela G. Stadler, CMC/NCCMC  
City Clerk

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

The Capital Project Ordinance Amendment as approved follows:

**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 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 the commitment of Rockingham County for an equal portion of matching funds;

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

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

51-3612-2000	Proceeds from Rockingham County	\$	90,000
51-3988-0061	Transfer from Water Fund	\$	(36,000)
51-3988-0062	Transfer from Sewer Fund	\$	(54,000)

This the 11<sup>th</sup> day of May, 2021.

/s/

John M. "Jay" Donecker  
Mayor

ATTEST:

/s/

Angela G. Stadler, CMC/NCCMC  
City Clerk

Councilwoman Walker then made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to approve the Resolution for the signatories for the project.

The Resolution as approved follows:

## **RESOLUTION BY THE REIDSVILLE CITY COUNCIL**

**WHEREAS**, the City of Reidsville has received a Rural Ready Sites Grant Award from the NC Department of Commerce; and,

**WHEREAS**, the City of Reidsville must authorize certain persons to sign Requisition for Funds forms for this project, Grant Number U-488, Project: Horse Park Water and Sewer Extension;

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

The City of Reidsville has passed this Resolution authorizing the persons below to sign Requisition for Funds forms for said project:

John M. "Jay" Donecker, Mayor, City of Reidsville  
Chris Phillips, Assistant City Manager of Administration/Finance Director (currently serving as Interim City Manager)  
Rochelle Tucker, Assistant Finance Director

Adopted this the 11<sup>th</sup> of May, 2021.

/s/ \_\_\_\_\_  
John M. "Jay" Donecker, Mayor

ATTEST:

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

### **CDBG GRANTS:**

### **APPROVAL OF A CAPITAL PROJECT ORDINANCE FOR THE CITY'S CDBG-CV PROJECT.**

In making the staff report, Interim City Manager Chris Phillips reviewed his May 3, 2021 memo, which follows:

### **CAPITAL PROJECT ORDINANCE – CDBG-CV PROJECT**

**To: Honorable Mayor Doctor Jay Donecker and the Reidsville City Council**

**From: Chris Phillips, Interim City Manager**

**Date: May 3, 2021**

Back in January of 2021 the City Council accepted a \$600,000 Community Development Block Grant (CDBG) Coronavirus Grant the City received from the NC

Department of Commerce Rural Economic Development Division. The proceeds of the grant will be used to rehabilitate the Penn House facility by adding a new meeting building that will allow for social distancing and better spacing for meetings, training and telehealth. Additionally, the wifi access for the property will be expanded to allow better access to the public and the grounds may be used for testing services as well in partnership with the Caswell Family Medical Center/James Austin Health nonprofit and their mobile health clinic.

City staff and our grant administrator met with Commerce staff last month for our start-up review session. At this time we need Council to consider a Capital Project Ordinance for the project, which is attached.

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

As he reviewed his memo, Phillips stressed that the new larger building will allow for social distancing and better spacing for meetings, training and telehealth with the Caswell Family Medical Center/James Austin Health, etc. WiFi access will also be expanded to allow better access to the public from the Penn House parking lot/grounds. Of the \$600,000 grant, \$60,000 will be used for grant administration and the remainder \$540,000 for construction, Phillips noted.

Councilwoman Walker asked if this is approved tonight, when can work begin on getting the WiFi in the parking lot? Since the WiFi does not depend on construction of the building, the Interim City Manager said they can try to get that signal up or stronger. He said that should be the first improvement to be seen.

**Councilman Gorham then made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote, to approve the Community Development Block Grant Capital Project Ordinance authorizing capital improvements at the Penn House.**

The Capital Project Ordinance as approved follows:

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

**AUTHORIZING CAPITAL IMPROVEMENTS  
AT THE PENN HOUSE**

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

**WHEREAS**, it is the desire of the Mayor and the City Council of the City of Reidsville to appropriate funds and set up an appropriate accounts for improvements at the Penn House in relation to grant funds provided by CDBG;

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

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

50-3612-1000	Proceeds of Capital Grants	\$	600,000
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Section 2. The following line items of expenditures are hereby established:

50-7120-1992	Grant Administration	\$	60,000
50-7120-5800	Construction	\$	540,000

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

This the 11<sup>th</sup> day of May, 2021.

/s/ \_\_\_\_\_  
John M. "Jay" Donecker  
Mayor

ATTEST:

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

**UPDATES:**

**CONSIDERATION OF COMBINED ENTERPRISE FUND CAPITAL PROJECTS, INCLUDING APPROVAL OF TWO ENGINEERING CONTRACTS WITH MCGILL ENGINEERING FOR THE WWTP HEADWORKS REPLACEMENT PROJECT AND THE REDUNDANT WATER SUPPLY LINE PROJECT.**

In making the staff report, Interim City Manager Phillips reviewed his May 3, 2021 memo, which follows:

**COMBINED ENTERPRISE FUND CAPITAL PROJECTS**

**To: Honorable Mayor Doctor Jay Donecker and the Reidsville City Council**  
**From: Chris Phillips, Interim City Manager**  
**Date: May 3, 2021**

There are three large Combined Enterprise Fund capital projects that the City has been pursuing over the last few years. Below is an update on these projects.

### **WWTP BNR Project**

The BNR (Bulk Nutrient Removal) project at the WWTP (Wastewater Treatment Plant) is necessary to facilitate meeting permit levels for nitrogen and phosphorus. The updates at the WWTP solved some treatment issues but left the plant vulnerable to violating some permitted limits. This project will help create a more reliable treatment process. The funding for this project includes a \$500,000 grant from Golden Leaf for a baffle with the remainder of the financing being a 20-year 0% interest Clean Water State Revolving Fund (SRF) loan. McGill Engineering is assisting with this project and the estimated cost is \$4,000,000.

This project is currently on hold as we wait for State approval of the engineering report. The approval is being held up because a permit modification is required. The permit at the plant expired in 2016. The City applied for a new permit, but it has not been issued. The plant continues to operate under the expired permit. Reidsville is not the only system in the area awaiting issuance of a permit. The permits are being held as Jordan Lake rules are debated and as 1,4 dioxane is being examined.

The estimated cost of the project is at least 3 years old. The project is expected to exceed the aged estimate. The SRF loan may be increased for additional costs or the City may have to consider reserves to complete the project.

### **WWTP Headworks Replacement**

The WWTP Headworks project will update the entry process for waste at the plant. The equipment in this area of the operations is nearing 50 years. The process is too labor intensive and not as efficient as it could be. In addition, the headworks sit in the floodplain; this project will allow the process to be raised so that overflows will be less frequent. The project submitted was estimated at \$3,920,000, but it included \$1,000,000 to move the headworks out of the floodplain. This plan would have been used if grant funding was available. The project has been approved for a 20-year SRF loan at .18% interest (with a 2% loan fee), but it did not score high enough for any grant funding. Therefore, the City is requesting to substitute the lesser project that will raise the level of the headworks in lieu of moving the structure. This request is expected to be approved and will make the project more affordable.

This project was actually approved for funding in the 2020 spring round. It was resubmitted in the fall in an attempt to qualify for grants with no success. As such, the milestone schedule on the attached Letter of Intent to Fund needs to be modified. A request has been made to the State to move all of the dates back by 10 months.

McGill Engineering has been assisting with this project. A request for qualifications (RFQ) process was completed earlier, and McGill was chosen to be the engineer of record for this project. At this time, the attached contract for engineering services totaling \$30,000 is being presented to prepare the engineering submittal required for this project.

### **Redundant Water Supply Line**



The City of Reidsville has one feed line to provide water to the City. This line is approaching 50 years of service. The need for a second, redundant, line has been discussed for many years. The City has been approved for an Additional Supplemental Appropriations for Disaster Relief Act of 2019 (ASADRA) loan of \$4,654,000 for this project. Twenty-five percent of the loan (up to \$1,000,000) will be forgiven with the remainder payable over twenty years at an interest rate of .10%. There is a 2% loan fee. The planned route for this line will also open up water service to potentially develop some land.

The City has requested a two month extension in the milestone dates presented in the attached Letter of Intent to Fund. McGill Engineering has been assisting the City on this project to date. They have presented a contract for \$43,000 to prepare the submittals required for the project to move forward. A RFQ process has not yet been completed for this project, but staff recommends approval of the contract to keep the project moving forward. A RFQ will be completed before any additional engineering is prepared for the project.

### **Capacity**

While all three of these projects are merited, the City does not have an unlimited funding capacity. The City does have some reserves in the utility funds and has set aside \$500,000 specifically for the headworks project. While the SRF loans have very small interest rates, they are still debt, and the principal payments due have to be factored into debt covenant calculations related to the City's 2012 and 2013 revenue bond issues.

The overwhelming need for the BNR project makes it a priority, but the potential bid cost is more unknown. Until this project is further along, it will be difficult to confidently say there is capacity to begin the other two projects. The redundant water line is a true need, and it has a \$1,000,000 grant associated with it. The headworks project is more related to efficiency than regulation, making it the least critical.

At this point, completing the engineering submittals on the redundant water line and headworks projects does not commit the City to the loans; the reports are only the first step in the process. Therefore, I recommend the two contracts with McGill be approved by the City Council at this time. The projects can be reassessed prior to bidding the work, when the BNR project should be further along.

Funds are available in the current fiscal year to complete the engineering reports so there is no related budget action needed at this time. (END OF MEMO)

In reviewing his memo, Phillips stated that this is an update on the City's three Combined Enterprise Fund projects, all of which Council has heard about before. The BNR project is for Bulk Nutrient Removal where we need to reduce the amount of phosphorus and nitrogen coming out of the Wastewater Treatment Plant because we are getting close to our permit limits, he explained. The improvements at our WWTP helped with a lot of problems, but it also created these two problems, he said. So we have been working on this and have a \$500,000 Golden Leaf

grant towards the project and a State Revolving Fund loan at 0% interest. Phillips said this project is stuck in limbo right now. The engineering has been done, and the plans submitted to the State, he noted, but the State says we need a permit modification before we can proceed with this project. Our permit was set to expire in 2016, and we applied for a new permit but have not received one. Permits are issued in five year blocks and we are coming up on five years and have still not received the permit. He said that is not unique, stating that in our area most facilities are not getting their permits renewed. You continue to work under the permit you have, he explained.

Phillips said his fear is that this is an estimated \$4 million project, but that estimate was made three years ago, so he feels this project will come in higher than that. He said we may need to find other possible sources of funding but noted that there is nothing for the Council to do right now.

The other two projects, the WWTP Headworks Replacement and the Redundant Water Line, have both received ASADRA funding. He reminded Council members that we have only one feed line from the Water Treatment Plant to the City so we have looked into creating a redundant supply line. Up to \$1 million of this ASADRA loan could be forgiven out of a project costing \$4,654,000, he said. He added this is a 20-year loan with a .10% interest rate and a 2% loan fee. This is a project we need to do, he stressed. The route we are planning to take would be beneficial in that it might open up more land for industrial use, the Interim City Manager said. Right now, to keep the process going, we need to submit an engineering report to the State; therefore, McGill Engineering, which has helped us along throughout this project, has submitted a \$43,000 contract fee to do this engineering report, which is the next step.

Similarly the Headworks project at the WWTP is where all the lines meet and go into the plant, Phillips stated. He briefly discussed the process, which is about 50 years old and very labor intensive. It is time to consider replacing it, he said, adding that the headworks is in the flood plain. We had considered a project that would have moved the headworks out of the flood plain, but that would cost an additional \$1 million. He said we did not get any grant funding so we are going to substitute a project that will actually raise the headworks so that there is less chance of a spill, but the headworks will remain the flood plain. The estimate for this project is \$3,920 million, he continued. We have a 20-year State loan at .18% interest with a 2% grant fee, Phillips said, noting we did not receive any grant funding. Our loan funding was received in the last round, and we were waiting to see if we could get any grant funding, but we did not, he added. Again, the next step in this is an engineering contract, he stated. He said we did do a Request for Qualifications and McGill was chosen to be the engineer of record on this project. The contract to do this engineering services report by McGill is \$30,000, he said.

Phillips said these three projects fit together. We have three \$4 million projects that we are looking at, and the BNR project is a priority and must be done, he continued, in order to keep our plant compliant. However, that is the one we are waiting on, and we are afraid the price will go up, he said. He stated it is hard to commit to the other two projects until we know how much the BNR project will be after bidding, etc. The Interim City Manager added that we do need a redundant water line to the City and the Headworks project needs to be done, but the Headworks is more about efficiency.

Phillips said the next step is to do the two engineering reports, one for \$30,000 and the other for \$43,000, which Council is being asked to do tonight to keep us moving on these two projects. He said we have not formally accepted the funding and that would be the next step after these two engineering reports are submitted. He said we would come back to Council to formally accept the funding and we hope to know more about the other project as well.

Councilman Festerman asked if these projects could qualify for stimulus funding and if so, whether it would be wiser to use stimulus monies or borrow money? He also asked if the stimulus funding was already available. Phillips said we should get the first of what they are calling "trenches" of stimulus monies in mid-June, then about six to nine months later, get the rest of the \$4 million we expect to receive from the American Rescue Plan. He discussed the following possible scenarios: it could be the stimulus monies could go directly to one of these projects; it could be what makes the difference on the BNR project; it could be we take the \$1 million grant and not the loan on one of the projects; or we could fund the third project.

Phillips noted that he had talked a little bit about the American Rescue Plan last month. He said there were four things that could be funded, and the Treasury Department came out yesterday with 150 pages to explain the funding. He said he read those instructions this morning, and he was even more confused. We are going to have a lot of folks helping us understand what those monies can be used for, he said, adding we have already heard from some who think they know how that money should be used. He stressed that \$4 million is a lot of money for our City, and we want to use it wisely and have the most impact from it. Councilman Festerman asked what is the timeline to spend those monies? Phillips responded he believes the deadline is Dec. 31, 2024.

Councilmember Scoble asked if we have any idea how much the BNR costs might increase? The Interim City Manager said no, we have been waiting for the State before we bid it out, but he said he knows it will go up. The cost of construction has gone up, he stressed. One faction of DEQ has funded this project while another faction of DEQ is holding the project up. He said he had a good meeting with the Golden Leaf officials, and he doesn't think we will lose our \$500,000 because they fully understand what we are waiting on.

Councilmember Scoble asked if we had an update on 1,4 dioxane? Phillips noted Reidsville and other cities in our area have been negotiating with the State regarding 1,4 dioxane and a Special Order of Consent. He said the City of Greensboro is finalizing their SOC process and the assumption is that the State will then move to the smaller cities. He said we are working with our permit and SOC currently but added that the State, like others, have been hit hard by COVID. Now that Greensboro has some resolution, Reidsville should be bubbling up to the top. Mayor Donecker said there has been no movement with the ball in the State's court. In response to a question from Councilmember Scoble, Phillips said fines in the original document were very small. The Mayor added that was one of our contentious points because the State was trying to fine us retroactively. He said we didn't mind paying the fines but didn't want it to appear we had transgressed because at the time what they were accusing us of, the rules were different.

Councilwoman Walker briefly discussed that in a tour of the WWTP she had undertaken 11 years ago, the headworks was very, very old then. It needs to be done, she said. She encouraged

other Council members to go out there and see it if they haven't done so. Phillips talked about some of the more recent changes out there.

**Councilman Gorham made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote to approve the two engineering contracts with McGill Engineering. (A COPY OF THE TWO AGREEMENTS IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)**

Phillips stressed that we have the funds in this current year for those contracts.

A 10-minute recess was taken.

**ORDINANCE AMENDMENTS:**

**CONSIDERATION OF CHANGES TO CHAPTER 12, PARKS AND RECREATION, OF THE CITY'S CODE OF ORDINANCES RELATED TO THE SALE OF ALCOHOL ON THE PREMISES OF PARKS AND RECREATION AREAS.**

In making the staff report, Community Development Manager Donna Setliff reviewed her April 29, 2021 memo on this Amendment to the Code of Ordinances, which follows:

**AMENDING THE CITY OF REIDSVILLE CODE OF ORDINANCES  
AN ORDINANCE AMENDING  
CHAPTER 12, PARKS AND RECREATION  
ARTICLE I, IN GENERAL  
SECTION 12-1, PROHIBITION OF MALT BEVERAGES AND UNFORTIFIED WINE IN CITY  
PARKS AND RECREATION AREAS**

**BE IT ORDAINED** by the City Council of the City of Reidsville, North Carolina, that the City of Reidsville Code of Ordinances Chapter 12, Article I, Section 12-1 is rewritten to include the following addition:

**Section 12-1. Prohibition of malt beverage and unfortified wine in city parks and recreation areas.**

The possession of malt beverages and unfortified wine on the premises of parks and recreational areas under the control of the parks and recreation commission is prohibited except by contract between a lessee and the City for Jaycee Park Ballfield.

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**

Setliff discussed from her memo why the need for this ordinance amendment came about after the contract was signed with the Old North State collegiate league. She stressed that this amendment to allow for the sale of alcohol between the City and the lessee at Jaycee Ballpark does not affect Market Square, Kelly's Way or Mural Park, which are not under the Parks & Recreation Department.

Mayor Donecker said the wording on the ordinance amendment should state "a" lessee instead of "the" lessee. Setliff agreed.

**Mayor Pro Tem Brown made the motion, seconded by Councilmember Scoble and unanimously approved by Council in a 7-0 vote, to approve the ordinance amendment with the wording changed to "a" lessee.**

Councilmember Scoble asked if the opening date was still June 12<sup>th</sup>? Phillips replied in the affirmative, giving a brief update on the status of the improvements. He also said Old North State League could still use two more host families. Mayor Pro Tem Brown stated the outfield fencing was being put up today.

Councilmember Scoble asked about the chance of fireworks at the game. Phillips said that is a great idea, but he believes Jaycee would have to be empty to fire off fireworks there. He said maybe smaller fireworks could be done if we had a sponsor. The Mayor suggested the fireworks could be done from Community Stadium. Councilman Festerman noted there are fireworks in Greensboro every Friday night at the baseball stadium there.

#### **PUBLIC COMMENTS.**

No one came forward for public comments.

#### **CITY MANAGER'S REPORT.**

Interim City Manager Chris Phillips reviewed his May 11, 2021 memo, 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:** May 11, 2021

1. PTRC 2020 Report
  - a. Behind the Miscellaneous you will find the Piedmont Triad Regional Council 2020 Report for the City of Reidsville. The report showcases ways in which the PTRC works with us on various programs, etc.

2. 2021-22 Budget Work Session

- a. Please bring your calendars with you to the May 11<sup>th</sup> meeting so that we can set up a budget work session/special meeting, if needed, prior to the June 8<sup>th</sup> public hearing.

3. Ribbon Cuttings

- a. Two City-related ribbon cuttings are scheduled for this month. First, don't forget the official "unveiling" of the Team Reidsville sign at the Tractor Supply store set for 10 a.m. on Thursday, May 13. At 12 noon on Tuesday, May 25, we will unveil the new McCoy Road Blueway Access to Lake Reidsville. We would also like to thank Pella Corporation for its contribution to this project. I hope you will be able to join us.

4. Memorial Day

- a. A reminder that Reidsville City offices will be closed on Monday, May 31, for the Memorial Day Holiday. Monday's trash routes will be picked up on Tuesday, June 1, with Tuesday's routes being collected on Wednesday, June 2. The Material Drop-Off Center will be closed on Monday.

5. Management Team Job Searches

- a. Public Works Director. The search for the next Public Works Director will be handled in house. Recruiting advertisements will be hitting government and trade publications in May. The application deadline will be June 1<sup>st</sup>. The applicants will be screened, and telephone interviews will be completed prior to June 14<sup>th</sup> so that the City Manager will presented the top five candidates upon her arrival. The interview process will occur in late June with the intent to make an offer in early July and have the successful candidate start around August 1<sup>st</sup>.
- b. Police Chief. The search for Reidsville's next Police Chief will be conducted by Developmental Associates, the same firm that completed the recent City Manager search for the City. This will be a national recruitment, a detailed screening process and a full assessment center to compile the top two or three candidates. The process will begin prior to the arrival of the new City Manager, but she will be involved at each step. The first review of applicants will not occur until after June 14<sup>th</sup>. A new Chief should not be expected before September 1<sup>st</sup>. Major Ellison is in place as the City's Interim Police Chief, and he has moved Lt. Coates into an interim position as Patrol Captain; Sgt. Gibson will be the shift commander for the patrol team where Lt. Coates was assigned.

6. COVID Vaccination Incentives.

- a. In an effort to increase the number of City employees being vaccinated, Human Resources has offered a \$100 incentive. Employees must present their completed vaccination record to receive the incentive, and it will be included on their normal check through the payroll system. The COVID response team unanimously supported providing this incentive. Prior to offering this incentive, less than 25% of employees had voluntarily provided this information. If all 194 budgeted

positions were to receive this incentive, it would cost the City \$19,400. These funds have been found in the current budget due to job vacancies. (END OF MEMO)

In discussing the job searches currently under way for Police Chief and Public Works Director, Phillips stated that Tom Moss with Developmental Associates will be conducting interviews with those in the community May 24-25. Staff will be setting up interviews with Council members as well but they will be split up so as not to have a quorum, he noted.

In discussing the rollout of the \$100 COVID-19 vaccination incentive being offered to fully vaccinated City employees, Phillips stated that the current number of City staff who has been vaccinated is 79 out of the current 182 full-time employees, which is getting us close to 40%. He said the City is hoping the incentive will encourage staff to take advantage of the offer. He said the cost would be about \$19,400, and we are giving employees until June 30<sup>th</sup> to get the vaccination.

Mayor Donecker thanked Phillips for the incentive. He said when he did the last CodeRED COVID-19 update, there was some question about the statistics. He said if the County website says 50,000 vaccinations, you should divide that number by 2. He said Rockingham County is still just below 30%. Out of three people, two will still be unvaccinated, he said.

#### **ANNOUNCEMENT OF BOARDS & COMMISSIONS APPOINTMENTS.**

City Clerk Angela Stadler announced the results of the boards and commission appointments as follows:

Ms. Katie Smith of 315 Maple Avenue was re-appointed to both the Reidsville Appearance Commission and the Reidsville Human Relations Commission. (A COPY OF THE BALLOTS ARE HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

The Clerk's May 3, 2021 memo also noted the Mayoral appointment of Ms. Rose Palmer, 1864 Amos Street, to the New Reidsville Housing Authority Board.

#### **CITY COUNCIL MEMBERS REPORTS.**

**Mayor Pro Tem Brown** – Mayor Pro Tem Brown stated he had attended the teleconference of the McLaurin Neighborhood Association meeting. The Mayor Pro Tem congratulated the Reidsville High School Rams Football Team on their recent State championship win and mentioned they showed sportsmanship throughout the playoffs, stating he attended almost all of those games. He said the coaching staff had done an excellent job, and he was proud of them.

**Councilman Hairston** – Councilman William said he agrees with the Mayor Pro Tem Brown and that he is also proud of the Reidsville Rams and their win.

**Councilwoman Walker** – Councilwoman Walker, joking that she has not been able to talk much and appreciates the opportunity, stated that on Saturday April 17, she loaded up a truck along with two others and a trailer and picked up food donations and supplies from the Men in Christ organization for the Reidsville Soup Kitchen. Councilwoman Walker expressed her



heartfelt appreciation for these dear men who contribute so much to the needs of the community. She said she was unable to attend the April ABC Board meeting due to lack of a quorum. She reported she had attended the April 22<sup>nd</sup> Reidsville Appearance Commission meeting and the May 1<sup>st</sup> “Shred It” event sponsored by the Appearance Commission. Councilwoman Walker turned the time over to Donna Setliff for a more detailed report about this event and the Litter Cleanup Campaign. Setliff reported they had 47 cars come through the event with 6,400 pounds of documents being shredded. She commented that the litter cleanup campaign was going well. She mentioned if citizens want to participate, there are bags, vests and supplies available at City Hall. Councilmember Scoble added that she has noticed a difference in areas like Freeway Drive at Harrison Street, South Park Drive and Morehead Street.

Councilwoman Walker added the Reidsville Library will be having a Book Sale May 13- May 15. She gave a “shout out” to IT Director Rhonda Wheeler for all her help with the ZOOM meetings Council has participated in over the last few months. She said Rhonda really has helped her to be able to participate in those meetings. Lastly, she wanted to acknowledge three local citizens turning 92 this year: Ann Talley, Bill Simpson and Rosa Pierce. She wrapped up by encouraging individuals to get their COVID vaccinations.

**Councilman Gorham** – Councilman Gorham said he had recently been invited to Tinsley’s Barber School to share some tidbits of information related to small businesses since his father was a barber in Reidsville for over 40 years. He said he also had the opportunity to share some life experiences with the Reidsville Rams Football Team and give them a little motivational speech before the playoffs. He said he had attended the ribbon cutting for the Thrift Shack on April 16; the Rams playoff games; the RDC ZOOM meeting on April 27; the tribute for Chief Hassell on April 28; the Lady Rams softball game on April 29; the ribbon cutting at Terowa Fashions and the regional game for the Rams on April 30; stopped by Kelly’s Kitchen and bought chocolate covered strawberries for his grandchildren on May 6 since he was unable to go to the ribbon cutting on May 7; and lastly, had the pleasure of attending the 22<sup>nd</sup> State Championship game of the Reidsville Rams, who live in Reidsville, North Carolina, better known as “Title Town”.

**Councilmember Scoble** – Councilmember Scoble said she was proud of Councilman Gorham and Councilwoman Walker for doing so much this month. She said she had been very busy at her business but was able to attend the ZOOM meeting with the Chamber of Commerce. She said she is so pleased with the relationship the City has with the Reidsville Chamber of Commerce.

**Councilman Festerman** – Councilman Festerman congratulated the Reidsville Rams on their championship and thanked Councilman Gorham for covering the pre-championship games and the win so eloquently. He mentioned that he has volunteered to be a host family for the upcoming baseball players and asked if it would be possible for these players to use the City gym/fitness center at the Parks and Recreation Department building on Washington Street while they are here. The Mayor asked for the action to be in the form of a motion.

**MOTION TO ALLOW ONSL PLAYERS USE OF FITNESS FACILITIES.**

**Councilman Festerman made the motion that the City Parks and Recreation fitness center and gym be made available to the college baseball players, who will be here in Reidsville**

**for the upcoming college league baseball games to be held at Jaycee Park. Councilwoman Walker seconded the motion, which was approved by Council in a 7-0 vote.**

Councilman Festerman acknowledged what a rough time the Reidsville Public Works Department had recently removing all the brush and debris from the area due to the ice storm. He commented the City had contacted neighboring municipalities for help, expressing his appreciation for that help. He asked if formal letters of appreciation had been sent out? Mayor Donecker indicated that the City of Eden had responded, and he assured Councilman Festerman that letters and emails had already been sent.

**Mayor Donecker** – Mayor Donecker asked Chamber of Commerce President Diane Sawyer to give her report. President Sawyer expressed her excitement at finally getting to meet in-person for tonight's City Council meeting and added her congratulations to the Reidsville Rams Football Team. She commented that, with this State championship win, Coach Teague had surpassed the previous record for the most State championship wins by a coach in Reidsville Rams High School history. She continued by referring to numerous upcoming Ribbon Cuttings: including, the Team Reidsville Mural at Tractor Supply on May 13 at 10 a.m.; Coates Collectibles and Antiques on May 21 at noon; the McCoy Road blueway access on May 25 at noon and Carolina Café on June 4 at noon. Sawyer expressed her excitement at the upcoming in-person Chamber Coffee, which will be hosted by the Chamber of Commerce at Mural Park on June 3 and the possible Chamber Ice Cream Social in July. She said plans are in the works for the August Coffee to be hosted by the City of Reidsville and will hopefully take place at Market Square. Sawyer also mentioned the upcoming 2<sup>nd</sup> Downtown Fridays, which will start June 11 and include July 9, August 13 and September 9. She added that the map had been revamped to include Lucky City Brewing, which hopefully will be having their ribbon cutting in July. Sawyer pointed out that the fourth Saturday Concert Series will also start back on June 26 and be held July 24, August 28 and September 25, where the Chamber will be hosting the beer garden. She encouraged folks to attend the Chamber Staff Appreciation event and the "Downtown Walkers Tuesdays to Topsail" walking group that is meeting at Market Square at noon on Tuesdays for a brief walk around the downtown.

Mayor Donecker said he had two items he would like to add. He said he would like to see the City provide and make available red, white and blue buttons/pins with the letters "BV" on them in support of being vaccinated, noting that peer pressure is what is going to influence people to make the decision to get vaccinated. He stressed that being vaccinated is the patriotic thing to do and is the only way we are going to climb out of this pandemic. He detailed the benefits of the vaccine being made available to school age youth, 12-16, including the benefits for athletes, and said he had met with community leaders on the implementation of vaccinations before school gets out. He also noted that children getting the vaccine might encourage their parents to have them also. Again, we remain a little below 30% in those totally vaccinated here in Rockingham County, he said.

The Mayor added his congratulations to the Rams Football Team and the coaching staff, commenting that they would be in attendance at the June City Council meeting to be honored. He talked of the good working relationships between the current coaching staff, including the Head Coach, Defensive Coordinator and Offensive Coordinator, etc. He said he was impressed

from the very first hit of the game when the opposing team members got knocked down, several Rams players offered a hand to get them back on their feet. He said this talks volumes of character, citizenship and sportsmanship. He said it was good to see the team do that, then execute and win, showing winners can have all of those characteristics and be successful.

Mayor Donecker said he had offered the team to have coach/player representatives come tonight or wait until June so that more could attend. He suggested having the presentation done on the front steps of City Hall with proper social distancing, etc. He asked that the arrangements be done to make this happen.

**MOTION TO GO INTO CLOSED SESSION.**

**Mayor Pro Tem Brown then made the motion, seconded by Councilman Gorham and unanimously approved by Council in a 7-0 vote, to recess to go into closed session to discuss legal and economic development matters pursuant to NCGS 143-318.11(a)(3) & (4).**

**MOTION TO ADJOURN.**

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

ATTEST:

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John M. "Jay" Donecker, Mayor

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Angela G. Stadler, CMC/NCCMC, City Clerk

**MINUTES OF THE SPECIAL MEETING  
OF THE REIDSVILLE CITY COUNCIL  
HELD TUESDAY, MAY 25, 2021 AT 4:00 P.M.  
FIRST-FLOOR CONFERENCE ROOM, CITY HALL**

**CITY COUNCIL MEMBERS PRESENT:**

Mayor John M. “Jay” Donecker  
Mayor Pro Tem Harry L. Brown (*arrived at 4:15 p.m. as budget discussion started*)  
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

Mayor Donecker called the meeting to order and turned the budget work session over to Interim City Manager Chris Phillips.

Prior to the budget discussion, Phillips updated Council members on two items. First, a bill has been submitted in the NC Legislature, which would move the elections in 41 cities with district elections from November of 2021 to November of 22. This is due to the fact that with 2020 Census numbers not being available prior to September, these cities would not have time to re-draw their districts if needed based on the Census data. While Reidsville has district seats, the November 2021 elections are for the three at-large seats on the board so we would not be effected.

Secondly, a bill to allow police officers with advanced law enforcement certificates to purchase up to four years of service time, hasn’t moved in the NC House and the NC Senate has not taken it up as of yet, the Interim City Manager said.

**2021-2022 Budget Overview.**

Phillips then got into the discussion of the proposed budget based on the handout labeled “2021-2022 Budget Work Session May 25, 2021”. (A COPY OF THE HANDOUT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) He said he would be glad to answer any specific questions Council members might have. He briefly recapped the effects of COVID-19 on the current budget year but stressed that the City had been conservative on revenues and tightened down on expenses. Revenues have gone up, and the City has experienced surpluses on both the revenues and expenditures side. Factors include that a lot of part-time

positions were funded by not used due to COVID and turnover within positions coupled with trouble hiring people.

Due to the surplus, much of which is personnel-related, any capital that we can't do in the budget next year, we are planning on taking care of those needs this year, Phillips explained. He referenced the first page of the handout, which dealt with Proposed Expenditures for 2021-2022. Of the \$899,700 difference (5.12%) between last year's budget and this year's budget, \$402,650 was personnel related and \$497,050 was related to operations, he said.

As expenditures were discussed, the maintenance of Freeway Drive, a \$19,200 increase, was noted. While the City of Reidsville is not responsible for mowing the median on Freeway, Mayor Donecker stated that we need to keep on top of that because the grass in the median on this heavily traveled street looks terrible at times. Phillips said the City is only responsible for maintaining the big "R" at the Richardson Drive overpass and around the trees at the overpasses along Freeway. Phillips was asked to check and see the City's options to pay for additional mowing in-between the times the State mows.

Councilman Hairston asked about the increase of pay for entry level positions of the City. Phillips said Council had voted to go to \$12.50 for base pay in January, meaning a starting position would be about \$26,000 to \$26,500. Many positions that would be affected by this would be in our Public Works Department, the Interim City Manager noted. The next group to be considered in our pay study will be the Public Works Department, he said. With the \$500 bonus added to employees' paychecks July 1, that will move everyone a little further along on the pay study. Currently we have about 12-13 open positions, some of which are in the Police Department.

Phillips noted that the budget includes a part-time Codes Inspector, a \$33,500 expense. With retirements and the volume of work we have, we need a part-time person, he said.

The need to no longer fund the skat bus provided a big reduction (\$149,500) in the budget. The skat bus still operates but is handled differently, coming from a different monetary source, Phillips stated.

The new 2022 Spring Festival is listed as an expenditure of \$20,900, he noted. We have been talking to some big ride providers who appear to be open that weekend and have expressed an interest in coming, he informed Council. The good thing about that, Phillips said, is that such ride companies will typically pay us a percentage of ride sales. Toymakerz will also be involved in the festival, he added. The festival may be a four-day event at the lake if the big ride vendors come.

Moving to Parks & Recreation expenditures, Phillips pointed out that some part-time salary monies were transferred to contract mowing at Lake Reidsville.

Discussion centered briefly on the new collegiate league Old North State, playing at Jaycee Ballpark this summer with the new Reidsville Luckies team. Concessions, the beer garden, attendance and facilities were discussed. Banners, including a Team Reidsville banner, will be

placed on the back of the Monster Wall that has been built on the ballfield. Phillips said ONSL has high hopes for the Reidsville location, indicating that we may be the “star” of the league at some point. Council members said ONSL might want to consider security, especially in light of the League providing a beer garden at the games.

Council members suggested staff get the League in contact with the local TV station about broadcasting the games. Phillips said the Luckies coach was also appreciative of the players being able to use City facilities such as the Fitness Center during their time here.

In reviewing proposed expenditures for the Water & Sewer Funds, the Interim City Manager said the big difference is related to capital. In the Water Fund, the 2021-2022 budget is coming in \$360,700 lower due to capital-related reductions. He also noted some losses in interest income as well. With the increases in the Sewer Fund, the percentage difference in the Combined Utility Fund is negative 0.36%.

Councilman Hairston brought up the lights and trees in the downtown area and the need to spruce up the downtown, especially with the theatre coming and the brewery opening up. Flower baskets like those in other cities were mentioned, but the need to water them was a concern noted by Council members. Mayor Donecker said some cities have volunteers who provide that service, but we don’t have enough interest in that right now.

Phillips said he had initially failed to include the downtown lights, which had been discussed at the annual retreat, in the budget process. However, since then, he has included them in the proposed use of current year surplus. Other items that had been included in the proposed surplus spending plan, in addition to the lights, are \$37,000 in incentives for downtown business owners to fix up their buildings. Such incentives are paid through the Municipal Service District taxes, but the monies for next year had been pretty much taken up by the Reidsville Showcase and Chamber façade improvements, he said. Therefore, City surplus monies will be used to replenish that incentives fund. Finally, Phillips noted that the City’s Historic Preservation Commission has established five building colors/10 trim colors that businesses will be encouraged to use to paint their buildings to provide for a cohesive look in the downtown area. These businesses will receive either \$500 towards paint or \$500 in paint, he said, adding that the details are still being worked out. He noted that such changes can make a ton of difference in a downtown.

Phillips also stated that the Mayor has sent a letter to downtown property owners alerting them that the City will begin doing inspections and that downtown buildings are not supposed to be used for storage.

Discussion ensued briefly about the status of various projects/buildings in the downtown area. Phillips also noted that there are still six planter boxes available to be placed in the downtown area as some of the remaining trees are taken out.

Interim City Manager Phillips then turned to page 3 of the handout regarding proposed revenues for the 2021-2022 fiscal year. He said an estimate of \$390,100 in projected additional property taxes is a realistic number based on current year collections. He said the sales tax is projected to hit an additional \$562,250. He attributes the larger number to the online sales but some have

attributed part of the increased online sales to the stimulus checks. He noted that there are decreases in Powell Bill funds, the skat bus grant reduction and lower investment earnings due to lower rates. However, there is no Fund Balance appropriation in this proposed budget and very little debt. In the Combined Enterprise Fund, the only change is lower investment earnings, again, due to lower rates, Phillips pointed out.

Upon a question from Councilwoman Walker, the Interim City Manager talked about how many citizens are still behind on their water bill payments. He reviewed the process brought on by the Governor's Executive Order, which didn't allow cities to cut off residents' water during the early months of the COVID-19 pandemic. Looking at the Water accounts, approximately 600 customers or 10% of our 6,000 customers were past due, he said. He talked of how we were working with those customers who contacted us, adding that we had to cut off some customers to get them to contact us. He noted that we are asking residents to pay no more than an additional \$100 each payment period regardless of how much they owe.

On page 4 of the handout, Phillips reviewed the surpluses in the 2020-2021 budget. For example, Finance had seen some savings since his salary while Interim City Manager was coming out of Administration. Police and Fire had experienced some savings due to the CARES Act monies, which offset salaries. Street had a \$200,000 surplus, with \$85,000 of that related to personnel. Some of that will probably be used to cover the \$50,000 deficit in Solid Waste caused by storm debris removal costs, he said, which may be included in an upcoming Budget Ordinance Amendment. Parks & Recreation experienced 12% in savings, almost all due to part-time staff positions being unfilled, he said. Between both the General Fund and Parks & Recreation Fund, the total surplus is \$1,127,500, 68% of which is personnel related and 32% operations related.

Mayor Donecker asked if we can require employees at the Senior Center to be vaccinated? He noted that these staff members are working with our most vulnerable. Phillips said it is clearer now that we can ask staff members if they have been vaccinated. The Mayor said while the vaccines are working in healthy people, those vaccinated can still be a carrier. Councilman Gorham said he heard the County is giving a \$25 gift card to those who are vaccinated, plus a \$25 gift card to those who provide transportation to the vaccination site for others. Mayor Donecker said we are still not quite at 30% here in the County for those vaccinated.

Councilwoman Walker said she understands some City employees are adamant they will not take the shot. Mayor Donecker suggested that there be conversations with the League about capping how much is spent to treat those employees who are unvaccinated. The Mayor talked of getting out the BV buttons at the 2<sup>nd</sup> Downtown Friday events. He noted that this is an emotional thing and with the BV buttons, it provides peer pressure without having to say anything. He noted we need to have more people vaccinated by the first of October because that's when people will be staying inside more.

Phillips then discussed page 5 of the handout, which details the proposed use of the surplus from the current year. Of the \$564,700 in capital requests to be purchased, the largest is five cars for the Police Department, he noted. He said we may hold off on purchasing the cars until we see the actual surplus numbers at the end of the current fiscal year.

In addition to the capital requests, Phillips highlighted additional 2020-2021 needs including:

- \$110,000 for a \$500 bonus per employee.
- \$50,000 for additional costs associated with the Jaycee Ballfield, primarily from reinforcing the Monster Wall due to the park being located on a former landfill, and electrical upgrades since the electric has not been upgraded since the park was built.
- \$40,000 rounded up for the Main Street Incentive/Grant Program for façade improvements.
- \$150,000 for the Downtown Lights.
- \$8,500 for the fee for a Greenfields grant application
- \$5,000 to paint a Mural on the Salt Barn. The back of the building is a blank slate facing Harrison Street, and a “pop” of color was suggested for it. Council members also suggested that the neighborhood be asked for ideas. The Mayor said developer Marty Kotis has a group that does such murals in Greensboro that might be a good source of information/ideas.
- \$5,000 towards the 9/11 Memorial for prepping of the site, especially if the volunteer contractor is unable to get to it due to his other responsibilities. Phillips also noted that Mayor Donecker has secured as a speaker at the 20<sup>th</sup> Anniversary event Retired 3-Star Admiral Bruce Lindsey, who is a 1978 graduate of Reidsville High School.
- \$15,000 for a Phase II Environmental Study for the Depot Shelter Project. Phillips explained that we had done a Phase I study on the property and that now a Phase II study was required due to the findings, which had picked up on the former laundry and cement businesses that had been located across the railroad tracks. He added that we had taken the bathrooms out of the shelter because with bathrooms, the Phase II study went from \$15,000 to \$45,000 to do. Phillips noted that the CDBG grant did not cover the cost of the environmental studies but could cover remediation. He discussed various options, including doing the bathrooms later without using CDBG funds, thereby, not needing to do environmental studies and remediation. He said we could tell CDBG grant officials that we don’t plan to do the shelter and get that \$57,000 back, which the City added to get the grant to \$750,000. The location of the shelter was reviewed, including moving the shelter to a different location on the grassy knoll. Phillips explained that there had been plans to include a parking lot there, especially with the expected growth from the Depot District. **It was the consensus of Council members that a parking lot was not needed on this site and they preferred greenspace to remain. If parking was needed later, it could be found elsewhere.**

Several Council members asked about several other projects, including if anything was going onto the cleared property behind Hometown Auto on Barnes Street (nothing that staff is aware of at this time). Councilman Festerman encouraged his Council members to go view the Creekside development, which he noted is very densely populated. Phillips said the City should have some welcoming event for the residents there, perhaps a “water” event of some type.

Mayor Donecker also said the City should work on getting Cambridge Park in better shape. He suggested the City do an aggressive plan with cooling water citywide, especially since the splash pad won’t be available this year.



Patriot Park was discussed. Phillips said he has been unable to get the company to respond. Council members expressed the desire to reproduce a similar memorial if the company will not work with the City. The Mayor asked if we had heard back about using the Martin Luther King "I Have a Dream" speech? Phillips responded in the negative. Mayor Donecker said we still had a great Civil Rights document in the Griggs vs. Duke Power story that originated in Reidsville. The Mayor and Councilmember Scoble also suggested that we might could get locals involved in the project, such as Brad Spencer, Eric Smith or MattCo, if we can't get the other company.

As an aside, Councilmember Scoble mentioned she had placed a patriotic wreath at the Veteran's Memorial on South Scales Street to remember our Military and those who fell to COVID.

Council members returned to discussion of the \$500 bonus for employees in the current budget year. It was suggested that the bonus be tied to employees getting the COVID vaccination as an incentive. A few Council members expressed concerns of how the community might react to such a large incentive, but the Mayor noted Council would be making a statement about the importance of getting vaccinated.

**It was the consensus of Council that the \$500 would be for those full-time employees who were vaccinated or would get vaccinated with the details to be worked out by staff.** Phillips said he would have something for Council to approve at their June Council meeting.

Phillips said he was suggesting spending \$948,200 or 84.10% of the \$1,127,500 surplus on these various projects. He then reviewed page 6 of the handout showing the revenues in excess of budget for the current fiscal year. The excess revenues are enough to cover the estimated cost of the splash pad construction, he noted.

The Interim City Manager then reviewed page 7 on Estimated Expenditures of the Combined Enterprise Fund for 2020-2021 before concluding the budget discussion. Councilman Festerman and the Mayor complimented Phillips on how easy this information had been to follow, the best they had ever had, from start to finish. The Mayor stated that this was also due to the excellent fiscal management Phillips and former City Manager Preston Mitchell had done last year. Phillips again noted that much of this was possible because of their efforts to be very fiscally conservative, helped by not filling part-time positions, turnover, etc. The Mayor asked Phillips to share with the new City Manager this budget process.

Councilman Festerman asked when the next County revaluation would be done? Phillips briefly discussed the process. He said it probably would be done in 2-3 years instead of six years from now.

Council asked that a special recognition be added to their June 8<sup>th</sup> closed session discussion.

Phillips briefly discussed the status of the current Police Chief and Public Works Director recruitments.

**MOTION TO ADJOURN.**

**Councilman Festerman then made the motion to adjourn at approximately 6:20 p.m., seconded by Councilman Gorham and unanimously approved by Council in a 7-0 vote.**

ATTEST:

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John M. "Jay" Donecker, Mayor

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Angela G. Stadler, CMC/NCCMC, City Clerk




THE CITY OF  
**Reidsville**  
NORTH CAROLINA

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

*Office of the City Manager*

**MEMORANDUM**

**TO:** Mayor Jay Donecker and Members of Reidsville City Council  
**FROM:** Chris Phillips, Interim City Manager   
**SUBJ:** Water Line Petition for Triangle Road #2  
**DATE:** June 8, 2021

Enclosed you will find a petition for a water main extension along Triangle Road, which was submitted to the Engineering Department and signed by the two of the three affected property owners. The petition is valid representing 66.7% of the property owners (2/3) and 51.2% of the footage (105/205).

Staff has also prepared a map showing the placement of the proposed water line, which includes approximately 177 feet of 2-inch watermain and appurtenances beginning at the northern most corner of Parcel No. 8903-09-05-9931 and running southeast along Triangle Road to the southern most corner of Parcel No. 8903-09-16-1019.

Engineering forwarded the request to the City Clerk on April 28, 2021, but the petition was held until Council approved the Resolution Directing the Project be Undertaken for Triangle Road #1 at its May meeting. This was needed since this project would attach to the water line approved in the previous request. The City Clerk has prepared a Preliminary Assessment Resolution, which staff is asking Council to approve and which calls for a public hearing at the July 13, 2021 Council meeting. The affected property owners will be sent the Preliminary Assessment Resolution prior to the public hearing.

I am placing this item on the Consent Agenda for your approval. Please let me know if you have any questions.

CP/ags

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

NORTH CAROLINA  
ROCKINGHAM COUNTY  
CITY OF REIDSVILLE

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

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

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

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

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

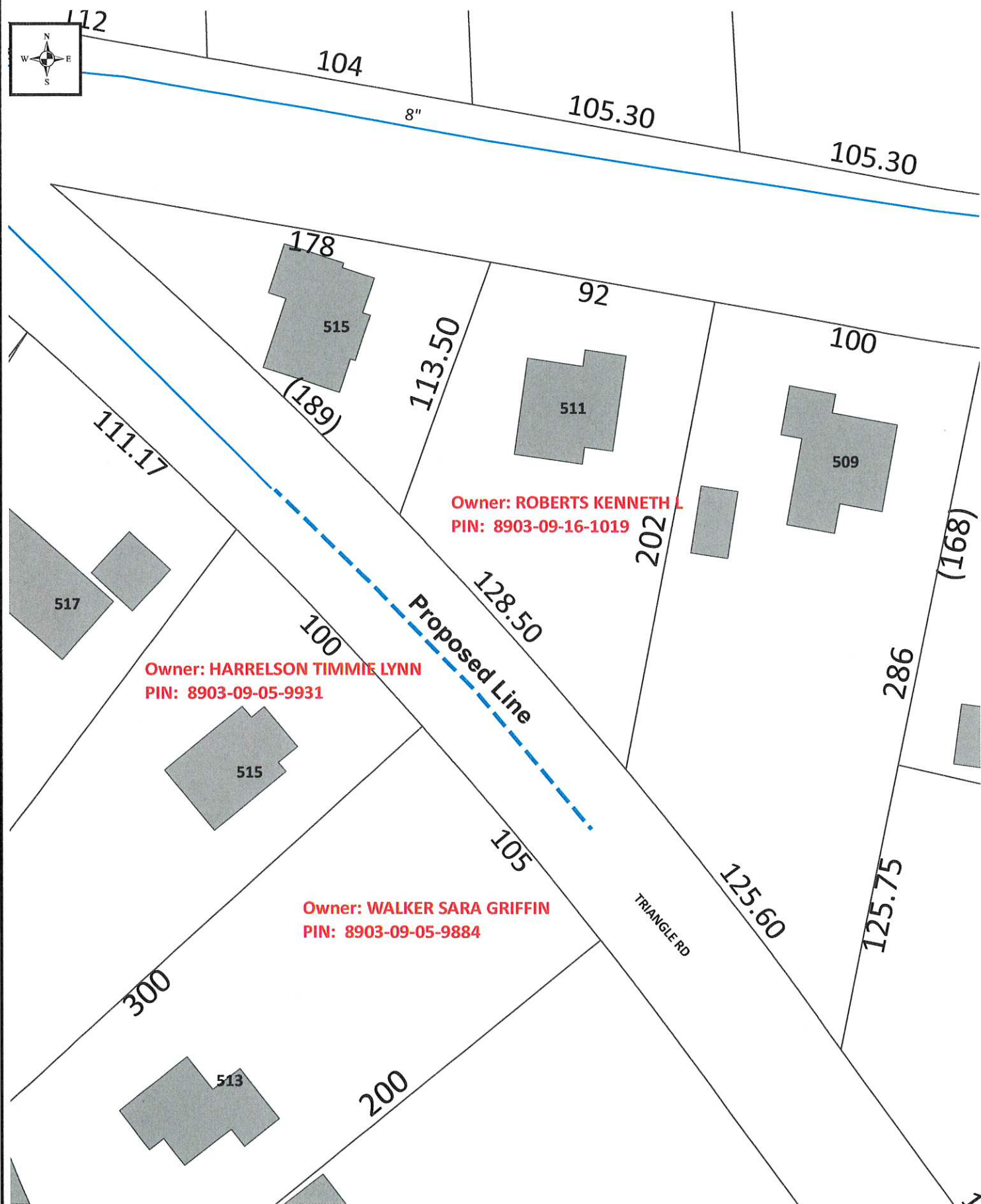
The improvement district covered by this petition shall consist of the following improvement(s):

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

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

Page 2  
Water Petition

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



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

**Legend**  
Hydrant  
Water Mains  
Parcels

## Water Distribution Reidsville, NC

Date: 5/27/2021



D H Setliff  
City of Reidsville GIS  
230 W. Morehead 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

## PRELIMINARY ASSESSMENT RESOLUTION

**WHEREAS**, the City Council of the City of Reidsville has determined that it may be in the best interest of the City to extend its water system and that in order to provide such extensions it would be necessary to access part of the cost thereof upon the real property benefitted thereby;

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

1. It is intended that the water system of the City of Reidsville be extended by constructing approximately 177' of two-inch watermain and appurtenances beginning at the northern most corner of Parcel No. 8903-09-05-9931 and running southeast along Triangle Road to the southern most corner of Parcel No. 8903-09-16-1019 pursuant to an Ordinance Amending Chapter 10 of the Reidsville City Code to Adopt a Water and Sewer Extension Policy, Section 10-101. (Note: Petition bore the signatures of 66.7% of the property owners and 51.2% of the property footage signed.)
2. Said project shall be assessed at the pre-determined rate of \$20.00 per foot.
3. The assessments herein provided for shall be payable in cash, or if any property owner shall so elect, he shall have the option of paying an assessment in five (5) equal annual installments, said installments to bear interest at the rate of 8% per annum.
4. A public hearing on all matters covered by this resolution will be held on Tuesday, July 13, 2021, beginning at 6:00 P.M., in City Hall Council Chambers, 230 West Morehead Street, Reidsville.

Adopted this 8<sup>th</sup> day of June, 2021.

ATTEST:

\_\_\_\_\_  
John M. "Jay" Donecker, Mayor

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

*"Live Simply. Think Big."*



# The City of Reidsville

North Carolina

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

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*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:** May 26, 2021  
**RE:** Text Amendment T 2021-02

The North Carolina General Assembly consolidated the city (NCGS 160A) and county (NCGS 153A) enabling planning legislation. The statute consolidation represents the first major recodification and modernization of the city and county development regulations since 1905. The new N.C.G.S. is 160D and becomes effective July 1. While there is no state agency looking over the shoulders of local government to assure compliance, if the City does not comply it could lead to legal complications.

Reidsville contracted with Piedmont Triad Council of Government to assist with the compliance updates. Most of the updates involved procedural items. However, staff position titles and department names were included in this update. The following are references updated:

### TERMINOLOGY & CITATIONS

- Any references to provisions in G.S. Chapter 160A to indicate relevant provisions in Chapter 160D.
- Align ordinance terminology with Chapter 160D terminology for conditional zoning and special use permit. Deleted use of the term conditional use permit.
- Updated definitions for terms not inconsistent with definitions provided in 160D, such as the definition for building, dwelling, dwelling unit, bedroom and sleeping unit.

### BOARDS

- Added statements regarding conflict-of-interest for governing and advisory boards.
- Require each board member take an oath of office before starting his or her duties.



#### **LAND USE ADMINISTRATION (STAFF)**

- Incorporated new staff conflict-of-interest standards into the ordinance.

#### **ENFORCEMENT**

- Issue notices of violation (NOVs) in conformance with statutory procedures (must deliver to permittee and landowner if different; may deliver to occupant or person undertaking the activity; delivery by hand, email, or first-class mail; may be posted onsite; administrator to certify NOV for the file.) (G.S. 160D-404(a).)
- For revocation of development approval, **must** follow the same process as was used for the approval. (G.S. 160D-403(f).)

#### **ZONING MAP & ORDINANCES**

- Maintain current and prior zoning maps for public inspection; adopt and maintain in paper or digital format. (G.S. 160D-105.)
- Eliminate conditional-use-district zoning; existing conditional-use-district zoning converts to conditional district upon adoption of updated local ordinances or July 1, 2021. (G.S. 160D-703; S.L. 2019-111, § 2.9(b).)

#### **SUBDIVISION REGULATIONS & OTHER DEVELOPMENTAL ORDINANCES**

- Conform subdivision performance guarantee requirements with statutory standards. (G.S. 160d-804.1; S.L. 2020-25; S.L. 2019-79 (S.B. 313))
- Conform subdivision procedures for expedited review of certain minor subdivisions. (G.S. 160D-802, established prior to G.S. Chapter 160D.)
- Exempt farm use on bona fide farm in ETJ from city zoning to the same extent it would be exempt from county zoning; Chapter 160D clarifies that other municipal development regulations may still apply. (G.S. 160D-903(c).)

#### **HISTORIC PRESERVATION**

- Follow standard quasi-judicial procedures for preservation certificates of appropriateness. (G.S. 160D-947(c).)
- Frame preservation district provisions as “standards” rather than “guidelines.” (G.S. 160D-947(c).)

#### **LEGISLATIVE DECISIONS**

- **Notice** - applicable procedures for legislative decisions under any development regulation authorized under Chapter 160D, not just zoning; must adopt any development regulation by ordinance, not by resolution. (G.S. 160D-601.)
- For zoning-map amendments, **must** provide notice not only to immediate neighbors but also to properties separated from the subject property by street, railroad, or other transportation corridor. (G.S. 160D-602.)

- For zoning-map amendments, **must** provide posted notice during the time period running from twenty-five days prior to the hearing until ten days prior to the hearing. (G.S. 160D-602(c).)

#### PLAN CONSISTENCY

- When adopting an amendment to the zoning ordinance, must adopt a brief statement describing whether the action is consistent or inconsistent with approved plans. (G.S. 160D-605(a).) *(This eliminates the 2017 requirement that statements take one of three particular forms.)*
- Must note on the applicable future land use map when a zoning-map amendment is approved that is not consistent with the map; the future land use map is deemed amended when an inconsistent rezoning is approved. (G.S. 160D-605(a).) *(This clarifies that a rezoning inconsistent with a plan does not amend the text of the plan, but it does amend the future land use map.)*
- Must adopt a statement of reasonableness for zoning-map amendments; for such statements, may consider factors noted in the statutes; may adopt a statement of reasonableness for zoning-text amendments. (G.S. 160D-605(b).)

#### QUASI-JUDICIAL DECISIONS

- Must follow statutory procedures for all quasi-judicial development decisions, including variances, special use permits, certificates of appropriateness, and appeals of administrative determinations. (G.S. 160D-102(28).)
- Must hold an evidentiary hearing to gather competent material, and substantial evidence to establish the facts of the case; the evidentiary hearing **must** have testimony under oath; must establish written findings of fact and conclusions of law. (G.S. 160D-406.)
- Board chair **must** rule at the evidentiary hearing on objections to inclusion or exclusion of administrative material; such ruling **may** be appealed to the full board. (G.S. 160D-406(d).)
- Must allow parties with standing to participate fully in the evidentiary hearing, including presenting evidence, cross-examining witnesses, objecting to evidence, and making legal arguments; may allow non-parties to present competent material, and substantial evidence that is not repetitive. (G.S. 160D-406(d).)
- Be aware that the definition of *close family relationship* as used for conflicts of interest includes spouse, parent, child, brother, sister, grandparent, or grandchild (including step, half, and in-law relationships). (G.S. 160D-109(f).)

- Must obtain applicant's/landowner's written consent to conditions related to a special use permit to ensure enforceability. (G.S. 160D-1402(k); G.S. 160D-1403.2; S.L. 2019-111, Pt. I.)

#### **ADMINISTRATIVE DECISIONS**

- Must provide development approvals in writing; may provide in print or electronic form; if electronic form is used, then it must be protected from further editing. (G.S. 160D-403(a).)
- Must provide that applications for development approvals must be made by a person with a property interest in the property or a contract to purchase the property. (G.S. 160D-403(a).)
- Must provide that development approvals run with the land. (G.S. 160D-104.) For revocation of development approval, must follow the same process as was used for the approval. (G.S. 160D-403(f).)

#### **DETERMINATIONS**

- Must provide written notice of determination by personal delivery, electronic mail, or first-class mail to the property owner and party seeking determination, if different from the owner. (G.S. 160D-403(b).)

#### **APPEALS OF ADMINISTRATIVE DETERMINATION**

- Must set a thirty-day period to file an appeal of any administrative determination under a development regulation; must presume that if notice of determination is sent by mail, it is received on the third business day after it is sent. (G.S. 160D-405(d).)
- Must require the official who made the decision (or his or her successor if the official is no longer employed) to appear as a witness in the appeal. (G.S. 160D-406.)
- Must pause enforcement actions, including fines, during the appeal. (G.S. 160D-405.)

#### **VESTED RIGHTS AND PERMIT CHOICE**

##### **Vested Rights**

- Must recognize that building permits are valid for six months, as under prior law. (G.S. 160D-111)
- Must recognize the default rule that development approvals/permits are valid for twelve months, unless altered by statute or extended by local rule. (G.S. 160D-108(d).)
- Must identify site-specific vesting plans (formerly site-specific development plans) with vesting for two to five years, as under prior law, except for specified exceptions. (G.S. 160D-108.1)
- Must recognize multi-phase developments—long-term projects of at least 25 acres—with vesting up to seven years, except for specified exceptions (160D-108(d)(4); -108(f).) (The previously authorized phased-development plan is obsolete and should be deleted from ordinance.)

**Permit Choice**

- Must not make an applicant wait for final action on the proposed change before proceeding if the applicant elected determination under prior rules. (G.S. 143-755; G.S. 160D-108(b).)

**APPEALS OF QUASI-JUDICIAL DECISIONS (certificates of appropriateness)**

- **Must** update ordinance to address appeals of certificates of appropriateness for historic landmarks and historic districts; default rule is that such appeals go straight to court; local government may opt for such appeals to go to the board of adjustment, as under prior statutes. (G.S. 160D-947.)
- **Must** provide that appeals of certificates of appropriateness must be filed within thirty days after the decision is effective or written notice is provided, the same as for appeals of other quasi-judicial decisions. (G.S. 160D-947; -1405.)

By unanimous vote, the Planning Board favorably recommended to City Council the 160D Zoning Ordinance and Subdivision Regulations amendments.

The enclosed Ordinance addresses the comprehensive 160D updates to the Zoning Ordinance and Subdivision Regulations.

**Amendment T 2021-02**

**A COMPREHENSIVE AMENDMENT  
OF CITY OF REIDSVILLE ZONING ORDINANCE  
AND SUBDIVISION REGULATIONS TO COMPLY WITH N.C.G.S. 160D**

**BE IT ORDAINED** by the City Council of the City of Reidsville, North Carolina, that the Zoning Ordinance and Subdivision Regulations of the City of Reidsville be amended to comply with North Carolina General Statute 160D.

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.

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**JOHN M. "JAY" DONECKER, MAYOR, REIDSVILLE, N.C.**

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**Angela G. Stadler, City Clerk**



THE CITY OF  
**Reidsville**  
NORTH CAROLINA

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

**MEMORANDUM**

**TO:** Chris Phillips, Interim City Manager  
**FROM:** Angela G. Stadler, CMC/NCCMC, City Clerk *AGS*  
**SUBJ:** ABC Board Budget – Public Hearing  
**DATE:** June 8, 2021

The Reidsville ABC Board is required to have a public hearing on its proposed Budget Ordinance for the upcoming fiscal year. For the past several years, a representative from the ABC Board has attended this public hearing to give a brief report and allow the public to make comments. The City Council is only allowing the ABC Board to have a public forum for their hearing; therefore, no action is required of City Council.

The ABC Board's proposed Budget Message and Ordinance is attached for your reference. At last report, Jodi Langel, General Manager, Reidsville ABC Board, is scheduled to be on hand to answer any questions.

/ags

Attachments (2)

# **REIDSVILLE ABC BOARD**

## **Budget Message for 2021/2022 Fiscal Year**

The annual budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022 (FY 2021/22) has been prepared in accordance with North Carolina General Statute 18B-702 “Financial operations of local boards”. The Reidsville ABC Board determines, through adoption of an annual budget, the level of customer services that the ABC system will provide and the resources available for operations.

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

The budget consists of projected revenue from liquor sales of \$3,200,000, taxes related to sales of \$736,000, cost of sales of \$1,760,000, operating expenses of \$539,400, and profit distributions of \$126,100.

### **Highlights of the budget:**

- Sales projection reflects a decrease in sales from previous year due to the uncertainty of the economic situation related to Covid 19.
- Salaries and Benefits expense is projected to increase due to the uncertainty of insurance costs and staff requirements due to Covid 19.
- Capital Outlay reflects a projected cost of \$1,330,000 for construction of a second store.

### **Budget process:**

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

#### Debt:

- The Board currently has a loan balance of \$272,869 with Home Trust Bank for construction of a second store.
- The Board has been approved for a loan of from Home Trust Bank for construction of a second store.

#### Priorities and assumptions:

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

For the period ending March 31, 2020 working capital was as follows:

Minimum:	79,308.00
Maximum:	515,505.00
Actual:	561,720.00

#### Staffing summary:

- The Board has authorized a total of 5 full-time positions, however, only four full-time positions are currently filled. Part-time employees are employed on an "as needed" basis. Authorized staffing levels are allocated as follows:



Administrative	1
Full-time Retail/clerical	3
Part-time Retail/clerical	3

Post-employment benefits:

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

Recommendations for future budget considerations:

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

Note:

This Budget document was prepared based on all available data at April 30, 2021 and projected data for the remainder of the fiscal year. The Reidsville ABC Board anticipates opening a second store in late 2021 or early 2022. The revenue and expenses related to the opening of a second store are unknown at this time. Operation of a second store will necessitate significant amendments to this budget document that will be addressed during the 2021/2022 fiscal year period.

Conclusion:

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

ON FILE

Jodi M. Langel  
General Manager  
Reidsville ABC Board

**BUDGET DOCUMENT  
REIDSVILLE ABC BOARD  
Fiscal Year 2021 - 2022**

The following budget proposal establishing revenues and setting expense appropriations is hereby approved, and if adopted, will be effective July 1, 2021, through June 30, 2022.

*Section 1. Estimated Revenues.* It is estimated that the revenues listed below will be available during the fiscal year beginning July 1, 2021 and ending June 30, 2022 to meet the operational and functional appropriations as set forth in Section 2, in accordance with the chart of accounts prescribed by the state ABC Commission.

**Estimated Revenues:**

Sales	3,200,000
Total	<b><u>3,200,000</u></b>

*Section 2. Appropriations.* The following expenses are hereby appropriated for fiscal year 2020 - 2021 and are funded by the revenues made available through Section 1, herein.

**Appropriations:**

Taxes Based on Revenue	736,000
Cost of Goods Sold	<b><u>1,760,000</u></b>

**Operating Expenses**

Salaries & Benefits	385,000	385,000
Board Member Per Diem	1,800	1,800
Utilities	14,000	14,000
Interest	8,600	8,600
Repairs & Maintenance	15,000	15,000
Insurance/ General	16,500	16,500
Store/Office Supplies	20,000	20,000
Travel/Convention	10,000	10,000
Professional Fees	9,000	9,000
Bank/Credit Card Fees	39,000	39,000
Dues	2,000	2,000
Miscellaneous/ Delivery	3,500	3,500
Contingencies	<u>15,000</u>	<u>15,000</u>
Total Operating Expenses	539,400	<b><u>539,400</u></b>

**Capital Outlay:**

For Construction of Second Store	1,330,000
Bank Loan for Construction	-1,330,000

<b>Total Appropriations, Expenses and Capital Outlay</b>	<b>3,035,400</b>
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**Distributions:**

City of Reidsville	85,000
City of Reidsville, Law Enforcement	25,000
Rockingham County	4,500
Rockingham County Library	3,200
Cone Hospital (Annie Penn)	3,200
Reidsville Police Dept, Alcohol Education	<u>5,200</u>

Total Distributions	<u><b>126,100</b></u>
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<b>Total Appropriations, Expenses, Distributions</b>	<u><u><b>3,161,500</b></u></u>
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**Recap:**

Total Appropriations, Expenses, Distributions	3,161,500
Working Capital Retained	<u>38,500</u>
<b>Fund Balance</b>	<u><u><b>3,200,000</b></u></u>

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

*Approved by the Reidsville ABC Board on May 20, 2021*

ON FILE  
Clark Turner

ON FILE  
Kelly Almond

ON FILE  
Catherine Wilson



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:** City of Reidsville Proposed 2021-2022 Budget – Public Hearing  
**DATE:** June 8, 2021

We have included the Budget Message from the budget books already provided to Council. We would ask that Council members bring their budget books to the June 8<sup>th</sup> public hearing.

/ags

Attachment (1)

*City of Reidsville Fiscal Year 2021-2022 Budget*

**BUDGET MESSAGE**

**TO:** The Honorable Mayor Donecker and Reidsville City Council  
**DATE:** May 11, 2021  
**RE:** Proposed Budget for Fiscal Year 2021-2022

Dear Mayor and Members of City Council:

Herein submitted for your consideration, pursuant to my responsibility as Interim City Manager and Budget Officer, is the City of Reidsville Fiscal Year 2021-2022 Annual Budget scheduled to begin on July 1, 2021 and end on June 30, 2022. It represents the combined efforts of City staff to set a financial course of action to serve our supporting public while implementing the directions and desires of the Governing Body. The goal is to meet the City's basic needs in core operations and address as many capital improvement needs as financially feasible. The budget does not, however, provide all of the funds requested for capital needs and operations within the City of Reidsville.

The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act as required by North Carolina General Statute 150-7. As required, all funds within the budget are balanced along with all anticipated revenue and expenditure estimates being identified for Fiscal Year 2021-2022. Notice of this submission will be given to the news media and the public, and a public hearing will be scheduled at the City Council's called meeting on June 8<sup>th</sup> at 6:00 p.m. A copy of this proposed budget will be placed on file with the City Clerk and will be available for public inspection during normal business hours within 10 days prior to the June 8<sup>th</sup> public hearing. As is traditional, a copy will also be placed in the Reidsville Branch of the Rockingham County Public Library to facilitate its examination by our citizens and stakeholders.

**Introduction**

The City of Reidsville Fiscal Year 2021-2022 Annual Budget is composed of seven permanent funds: General, Parks & Recreation, Reidsville Downtown Corporation, Combined Enterprise, Police Separation Trust, Garage and Insurance Funds. All seven funds are balanced in regards to revenues and expenditures. Temporary funds exist on an "as needed" basis usually occurring over multiple fiscal years possessing their own separate budget ordinance approved by City Council, typically related to capital projects, and will not be included in this document. The proposed Citywide budget is \$31,116,450 versus FY 20-21's amount of \$30,221,950. More than half of the \$894,500 increase is related to personnel costs with the remainder being spread across departmental operational increases. These needs will be discussed in more detail later in this message. After accounting for payments and transfers between funds, the true total for Fiscal Year 2021-2022 is \$26,482,150.

## ***City of Reidsville Fiscal Year 2021-2022 Budget***

The objective of the proposed budget is holding operating and capital expenses to a minimum while continuing to serve the citizens of Reidsville.

While each fiscal year budget can be considered stand alone, they also weave together under a management philosophy and under economic pressures that recognize no set 12-month periods. The proposed budget for 2021-2022 has more ties to the past than most other fiscal year plans. First of all, the COVID-19 Pandemic continues to be a source of economic uncertainty. The ongoing effects of losing the City's largest taxpayer also continue to play a contributing factor in preparing a financial plan.

The COVID-19 Pandemic hit hard in the spring of 2020. There was a direct impact on the finances of the City from industry closures. The 2019-2020 fiscal year ended with lost revenues. Staff attempted to combat the losses with conservative spending to finish the year. The budget for the current fiscal year, 2020-2021, was developed with the possibility of large revenue declines, particularly in sales tax and utility charges. Fortunately, at this point in the current year, those fears seemed to have been worst case contingencies. Sales tax distributions have increased, and utility usage has remained constant with few customer shutdowns. As the Country and specifically our local citizens learned to live within the parameters of the pandemic, the revenues of the City have proven sound. Moving into planning for the 2021-2022 fiscal year, the revenue sources that were somewhat suppressed are now available for operations. The 2020-2021 budget also suppressed some personnel-related items as well, and operational cuts were made to balance the budget. Therefore, the revenues are now available to offset those operational needs. The pandemic will still exist in the 2021-2022 fiscal year, and staff will have to continue to monitor possible changes in revenues as well as holding expenses down when possible to offset any lost revenues should they appear.

The City has been dealing with a slow decline in value from its largest taxpayer since 2016. Knowing that the cigarette factory had been sold and the potential existed for closure, budgets were approached in an optimistically conservative fashion. Growth in operational expenses was held to a minimum, and capital needs were the focus for surpluses or unstable revenue dollars. As the reductions in value were recorded each year through depreciation of equipment that was not replaced or reduction in inventories, there were growth opportunities from new and expanding businesses that would offset the losses. The taxpayer continued to be the City's largest but became a smaller percentage of the whole assessed value each year. The projected tax values for the 2021-2022 budget have this taxpayer dropping by more than 50% from the current value. This will mean the facility will probably be no larger than 5<sup>th</sup> in order of value. But, as in the past, it appears the growth in the City will again offset this loss. While the City continues to follow a management philosophy of caution, going forward, growth in the tax base could become true growth for the City.

## ***City of Reidsville Fiscal Year 2021-2022 Budget***

### **Personnel Benefits**

The City's largest asset is our employees. Employees must be maintained, nurtured, retained and replaced just like physical assets. The 2021-2022 fiscal year has some large personnel-related cost increases.

**Retirement.** The City participates in the Local Government Employees Retirement System (LGERS), which is administered by the NC State Treasurer. While the NC retirement system is one of the strongest in the Country, planned increases to contribution rates have been scheduled to maintain the integrity of the plan. 2021-2022 is the third of five annual increases of 1.2% added to the contribution rate. The rate for General employees will increase from 10.24% to 11.44%, and the rate for Law Enforcement will increase from 10.84% to 12.04%. The rate is projected to increase to 15% for stability over the next few years.

The change in rates represents a \$108,000 approximate increase for the 2021-2022 budget.

**Health Insurance.** The City is insured through the Municipal Insurance Trust of the NC League of Municipalities. The City is fully insured in that a set premium is paid per employee and there is no assessment made if claims exceed the premiums. The City did experience some large claims in the past year and was expecting an increase. Fortunately, the pool for the trust had a good claims year, most likely contributed to less elective procedures because of the Pandemic. The increase for the City was only 3%. The 2021-2022 budget has absorbed this increase, allowing employees to continue coverage at no cost. Rates to electively cover spouses and/or dependents did increase by 3% for employees.

The 3% increase resulted in a \$500 increase in cost per employee and eligible retiree, bringing the annual cost per participant to \$11,000. This increase represents an \$110,000 approximate increase for the 2021-2022 budget.

**Pay Plan.** The implementation of Year 1 of three (years of study and implementation) of the market pay plan was not included in the 2020-2021 proposed budget due to the COVID-19 Pandemic uncertainty. It has been included in the proposed 2021-2022 budget at an implementation cost of \$145,000. With this adjustment, beginning pay for a police officer will be \$38,437 with all other levels increasing by two grades as well. These increases should make the Reidsville Police Department more competitive in pay when recruiting and retaining officers.

As a point of reference, the three groups for the pay plan study are as follows:

Year 1: Police Category  
Year 2: Public Works Category  
Year 3: Remaining Category (All Others)

A-8

## ***City of Reidsville Fiscal Year 2021-2022 Budget***

Funds are included in the 2021-2022 budget to complete the study at Public Works with a July 1, 2022 planned implementation.

Cost-of-Living Adjustment (COLA). The 2021-2022 proposed budget includes a \$500 per employee COLA. If approved, the COLA will be added to each employee's base salary for the first payroll paid after July 1, 2021. This is an approximate increase of \$121,000 for the 2021-2022 budget.

In addition, because no COLA was included in the 2020-2021 budget because of COVID-19 Pandemic uncertainty, a \$500 bonus to be paid from the current fiscal year on the last payroll in June 2021 is also being proposed. Every City employee was also named "Employee of the Year" for their dedication during the Pandemic and was paid a \$500 bonus in December 2020.

### **Capital Outlay**

Capital outlay will be discussed via the respective funds for easier understanding. As a point of reference, please see Section B, Appendix B – Capital Outlay for a breakdown of requests and recommendations. This chart is somewhat different than past budget books in that there is a column added showing plans to purchase some items in the current 2020-2021 fiscal year. There is a surplus expected in the 2020-2021 year due to conservative spending, employee turnover and COVID-19 related savings, such as reduced part-time hours.

#### **General Fund**

Capital outlay of \$1,416,200 was requested while \$745,400 is recommended for the 2021-2022 proposed budget; this includes debt financing for \$589,500. In addition, \$533,900 is being planned for purchases in the current 2020-2021 fiscal year from surplus funds.

#### **Parks & Recreation Fund**

Capital outlay of \$86,800 was requested with no purchases recommended for the 2021-2022 proposed budget. \$30,800 of the requested purchases will be considered in the current 2020-2021 fiscal year from surplus funds.

#### **Combined Enterprise Fund**

The total requests for capital outlay within this fund were for \$668,700 while the recommended outlay is \$600,350. The City's utility rate plan, as discussed annually since the 2016 budget retreat, has assisted with small rate increases to maintain capital outlay at this level. The rate will need to continue to be assessed annually to allow for reinvestment in the



## ***City of Reidsville Fiscal Year 2021-2022 Budget***

system. The City continues to pursue grant funding and affordable financing for further utility system improvements.

### **Revenues**

Revenues will be discussed via the respective funds for easier understanding. As a point of reference, please see Section B, Citywide Revenues for a breakdown of requests and recommendations.

### **General Fund**

The Fiscal Year 2021-2022 proposed budget has the General Fund's tax rate proposed to remain the same at \$0.739/\$100 of valuation. The Municipal Service District tax rate is proposed to remain the same at \$0.25/\$100 of valuation. Section B, Appendix D – Historical Summary of Property Tax Information provides additional traditional tax data.

Because of the COVID-19 Pandemic, revenues in the 2020-2021 budget were kept flat. At the time this budget was being prepared and adopted in the Spring of 2020 there was much uncertainty. Some industry leaders suggested large revenue reductions. At this point in the 2020-2021 fiscal year, it appears that those reductions were not necessary as revenues have actually been the same or increased. Property tax collection rates are as expected and tracking with the previous year. Sales tax, which was the revenue source deemed the most vulnerable a year ago, has actually increased. This increase is in part related to the State finalizing collections with online sales providers right when consumers began to use those providers more. Because these revenue line items were held back in the 2020-2021 adopted budget, there is more growth than normal projected for the 2021-2022 fiscal year. These increases have allowed there to be necessary increases in expenditures as discussed below.

There is no appropriation of Fund Balance in the proposed 2021-2022 General Fund budget.

There are debt proceeds of \$589,500 in the proposed budget to purchase large vehicles for the Street and Sanitation Departments. There was a smaller debt issue that was completed in the 2020-2021 fiscal year, but the proposed debt financing will increase the amount of debt being carried in the General Fund. The current interest rate environment makes the 2021-2022 fiscal year a prime time to purchase some of these larger replacement items.

### **Parks & Recreation Fund**

This fund remains largely the same as last year with a slight overall increase (\$21,500, 1.26%) related primarily to personnel-related increases as discussed previously.

## ***City of Reidsville Fiscal Year 2021-2022 Budget***

### **Combined Enterprise Fund**

The Combined Enterprise Fund contains a slight overall decrease of \$35,000, .36%. This decrease was driven by a reduction in the Interest Income revenue lines; all other revenue line items are the same as the previous year. No rate increase is proposed with this budget.

The City remains committed to provide not only for operations, but also for inflationary and capital outlay costs, which is something that has to be reviewed on an annual basis in order to properly maintain our utility system. While the industry suggested standard operating margin is 1.2, the City strives to keep an operating margin between 1.05 and 1.10 due to affordability. This is combined with City Council's desire to keep rate increases at a minimum when a rate increase becomes necessary. Section B, Appendix E – Utility Rate Information Comparison provides additional data.

### **Other Funds**

The other remaining funds are either internal or special funds that serve a specific purpose within the organization (Police Separation Allowance Trust, Garage, and Insurance Reserve Funds) or community (Reidsville Downtown Corporation). All remained relatively the same, with slight increases, regarding their missions as appropriate for the upcoming fiscal year.

### **Expenditures**

Expenditures will be discussed via the respective funds for easier understanding. As a point of reference, please see Section B, Citywide Expenditures for a breakdown of requests and recommendations.

### **General Fund**

The General Fund's expenditures are proposed to increase by \$899,700, 5.12% overall. This increase is from a 3.73% increase in operations, a 37.51% increase in debt service and a 31.12% increase in capital outlay. The increase in debt service of \$98,100 is the net increase from a loan that has been completed, and the debt service for a proposed new issuance of \$589,500. These debt proceeds will be used to purchase large replacement vehicles in the Street and Sanitation Departments. These items represent part of the \$176,900 increase in capital outlay expenses, along with computer items being proposed for the Information Technology Department.

The increases in the operating budgets of various departments total \$624,700. The majority of the increases are personnel-related items, along with restoring the amounts of some line items that were cut directly because of COVID-19 issues in the current fiscal year. These include training in many departments. There is one new part-time position budgeted in the

## ***City of Reidsville Fiscal Year 2021-2022 Budget***

Code Enforcement Department. With the upcoming retirement of our long-term Lead Inspector and our Community Development Director, the decision was made to create a Part-time Code Inspector position. This position will allow a new inspector to be trained and to prepare for achieving missing certifications. The growth seen in Reidsville and plans for future growth also point to the need for this position.

Section C contains General Fund departmental overviews, objectives and line item details.

### **Parks & Recreation Fund**

The Parks and Recreation Fund expenditures saw a slight overall increase of \$21,500, 1.26%. This increase was driven by personnel-related items. The increase of \$31,500 in operations was offset in part by a \$10,800 reduction in capital outlay.

Section D includes Parks and Recreation departmental overviews, objectives, and line item details.

### **Combined Enterprise Fund**

The Combined Enterprise Fund did see an overall decrease in expenditures in the proposed budget of (\$35,000) or .36%. While the expenditures decreased overall, operating costs increased by \$47,200 or .65%. This increase was more than offset by a reduction in debt service of (\$91,550) due to the ending of a debt financing agreement. Total capital outlay increased by \$9,350 to a proposed budget amount of \$600,350. This level of reinvestment in the utility system is a key to maintaining operations. In addition, City staff continually looks for grant opportunities for larger Combined Enterprise Fund capital projects.

Section F includes Combined Enterprise Fund departmental overviews, objectives and line item details.

### **Other Funds**

The Reidsville Downtown Corporation budget remains the same as the prior fiscal year. The RDC is a partnership between the private sector and the City so staff will be assisting as in past years. The remaining internal funds see the anticipated expenditures for the upcoming fiscal year met.

Sections E, G, H, and I include departmental overviews, objectives, and line item details for each fund.

## ***City of Reidsville Fiscal Year 2021-2022 Budget***

### **Debt Service**

The City of Reidsville Debt Service Summary is located in Section B, Appendix C. The General Fund and Parks & Recreation Fund have a total Fiscal Year 2021-2022 beginning balance of \$6,861,501, not including the proposed issuance of debt totaling \$589,500. The debt service of \$622,103 does include the new issue. The new debt issue is being proposed to purchase: a mowing tractor for \$100,000; a bucket truck for \$148,000; a leaf machine for \$61,000 with a leaf box for \$6,500 in the Street Department along with a brush truck for \$152,000 and a road tractor for \$122,000 in the Sanitation Department. The plan is to finance these items for five years, which is much shorter than the expected life of the equipment. The current low interest rate environment makes this fiscal year a good time to finance these large vehicle replacements.

The Combined Enterprise Fund has a total Fiscal Year 2021-2022 beginning balance of \$18,783,778 with debt service of \$1,799,896, which is scheduled to be paid. The greatest amount of the debt is involved with upgrades for the Water & Wastewater Treatment Plants and the Dam/Spillway repairs. A 0% interest State Revolving Fund loan totaling \$3,963,089 has been approved for the BNR WWTP Project, but no funds have been drawn down to date while the project remains in the planning phase. Two additional capital projects, the WWTP Headworks and the Redundant Water Line, have been awarded grants and low interest loans as well, but this funding has not been officially accepted by the City at this point. The 2012 and 2013 Revenue Bond issues of the City have debt covenants that must be considered with issuing any new debt financing, along with the ability to pay the related debt service. At any point, debt financing remains a viable method to improve the City's existing infrastructure.

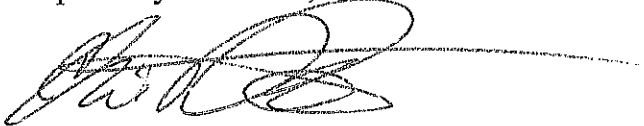
### **Summary**

The Fiscal Year 2021-2022 budget proposal involved a lot of teamwork by the Management Team and many others, including former City Manager Preston Mitchell and soon-to-be City Manager Summer Woodard. I'd like to thank City Clerk Angela Stadler for her keen eye in reviewing the information in the proposed budget along with Deputy City Clerk Cindy Farris for the physical efforts to pull the pages together. It is also important to recognize how our citizens, business community, supporters and City officials have responded to the events of the past year as part of Team Reidsville. Our favorable geography, business climate, strong private-public sector philosophy, and the Team Reidsville concept continue to make our City desirable for economic opportunities. The focus on infrastructure and quality of life amenities are moving Reidsville to a community of choice in our area for business and families. Finally, it goes without saying, that City Staff will continue its work to maximize available revenue and curtail expenses when possible.

***City of Reidsville Fiscal Year 2021-2022 Budget***

I look forward to working with the City Council, City staff and our citizens to implement this budget over the 2021-2022 fiscal year.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Chris Phillips', with a long horizontal line extending to the right.

Chris Phillips  
Interim City Manager

***City of Reidsville Fiscal Year 2021-2022 Budget***

**AN ORDINANCE ESTABLISHING REVENUES  
AND AUTHORIZING EXPENDITURES  
FOR FISCAL YEAR 2021-2022  
FOR THE CITY OF REIDSVILLE**

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

**WHEREAS,** after a public hearing on said budget at 6:00 p.m. on June 8, 2021, and after receiving public comment, it is now the desire of the Mayor and City Council to adopt said budget;

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

**Section 1.** The following revenues are hereby established for the operation of the City of Reidsville and its activities for Fiscal Year 2021-2022:

**General Fund Revenues**

Property Tax	\$8,828,100
MSD Property Tax	37,500
Sales Tax	3,969,950
Other Tax	125,000
Permits & Fees	126,500
Unrestricted Intergovernmental	1,725,850
Restricted Intergovernmental	632,400
Miscellaneous	51,500
Grants and Donations	60,000
Investment Earnings	50,000
Service Fees	529,000
Payment and Transfers	1,750,000
Proceeds of Debt	589,500
Fund Balance	<u>0</u>
Sub-total	\$18,475,300

## *City of Reidsville Fiscal Year 2021-2022 Budget*

### **Recreation Fund Revenues**

Service Fees	\$265,100
Grants and Donations	35,000
Rent (Utility Reimbursements)	73,000
Payments and Transfers	<u>1,356,800</u>
Sub-total	\$1,729,900

### **Reidsville Downtown Corporation Revenues**

Fundraisers/Rent	<u>\$20,000</u>
Sub-total	\$20,000

### **Combine Enterprise Fund**

Service Fees - Water	\$4,069,000
Service Fees - Sewer	5,232,450
Investment Earnings	50,000
Payment and Transfers	<u>328,700</u>
Sub-total	\$9,680,150

### **Police Separation Trust Fund**

Payment and Transfers	\$171,200
Fund Balance	<u>12,300</u>
Sub-total	\$183,500

### **Internal Service (Garage) Fund Revenues**

Service Fees (Internal)	<u>\$575,400</u>
Sub-total	\$575,400

## ***City of Reidsville Fiscal Year 2021-2022 Budget***

### **Insurance Reserve Fund**

Service Fees (Internal)	\$452,200
Sub-total	\$452,200
Less Interfund Transfers	<u>(\$4,634,300)</u>
Total	<u>\$26,482,150</u>

**Section 2.** The following expenditure totals are hereby authorized for the City of Reidsville and its activities for Fiscal Year 2021-2022:

### **General Fund Expenses**

Governing Board	\$217,350
Administration	416,450
Personnel	326,500
Public Works Administration	275,650
Community Appearance	14,600
Finance	863,100
Information Technology	628,450
Public Buildings & Grounds	264,900
Police Department:	
Police Administration	1,277,800
Police Detective Division	865,600
Police Patrol Division	2,505,400
Police Community Policing Division	<u>572,750</u>
Combined Police Department	5,221,550
Fire	2,336,600
Code Enforcement	374,950
Street	2,540,550
Solid Waste Management	1,881,400
Cemetery	108,450
Planning	383,000
Economic Development	446,950
Community Affairs	1,465,500
Marketing	218,650
Main Street	144,000
Penn House	106,100
Engineering Services	<u>240,600</u>
Sub-total	\$18,475,300



## *City of Reidsville Fiscal Year 2021-2022 Budget*

### **Recreation Fund Expenses**

Administration	\$255,000
Facilities	337,850
Teen Center	75,350
Athletics & Other Programs	300,150
Senior Citizens' Center	419,600
Lake Reidsville	329,400
Lake Hunt	<u>12,550</u>

Sub-total \$1,729,900

### **Reidsville Downtown Corporation Fund Expenses** \$20,000

### **Combined Enterprise Fund**

Water Administration	\$1,118,000
Meter Reading	212,050
Water Plant	1,905,800
Water Distribution System	1,010,900
Park Ranger	78,200
Sewer Administration	1,000,700
Waste Water Treatment Plant	2,640,150
Sewer Collection System	784,550
Plants Maintenance	<u>929,800</u>

Sub-total \$9,680,150

### **Police Separation Trust Fund** \$183,500

### **Internal Service (Garage) Fund** \$575,400

### **Insurance Reserve Fund** \$452,200

Less Interfund Transfers (\$4,634,300)

Total \$26,482,150

## ***City of Reidsville Fiscal Year 2021-2022 Budget***

- Section 3.** There is hereby levied a tax at the rate of \$.739 per one hundred dollar (\$100) valuation of property as listed as of January 1, 2021 for the purpose of raising the revenue listed as "Property Tax" in the General Fund revenues of this ordinance. This rate is based on an estimated total valuation of property for the purpose of taxation of \$1,205,450,000 and an estimated collection rate of 98.23%.
- Section 4.** There is hereby levied a special tax on the property in the downtown tax district of \$.25 per one hundred dollar (\$100) valuation for the purposes of revenue listed as "MSD Property Taxes" in the General Fund revenues of this ordinance.
- Section 5.** The water rates charged are unchanged from the current fiscal year.
- Section 6.** The sewer rates charged are unchanged from the current fiscal year.
- Section 7.** Rockingham County has informed us that there is a planned \$1/ton increase in tipping fee in the upcoming fiscal year. An 8% increase in sanitation fees charged by the City has been included in the budget due to this increase and increased collections. The City's fee schedule will be adjusted to reflect this increase.
- Section 8.** The City Manager, as chief administrative officer and as budget officer, shall be authorized to carry out the activities as approved in this adopted annual budget in accordance with all applicable state and local laws, ordinances and regulations.

Adopted this the 8<sup>th</sup> day of June, 2021.

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John M. "Jay" Donecker  
Mayor

ATTEST:

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Angela G. Stadler, CMC/NCCMC  
City Clerk

# **RESOLUTION OF UNDERSTANDINGS ACCOMPANYING THE BUDGET ADOPTION FOR FISCAL YEAR 2021-2022**

**WHEREAS**, the City Council of the City of Reidsville has adopted an annual operating budget for Fiscal Year 2021-2022, which raises revenues and authorizes expenditures for the operation of the City; and,

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

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

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

**COVID-19 Pandemic Economic Impact** – The budget was completed based on calculations of revenues that could be greatly impacted by the COVID-19 Pandemic. As such, the proposed budget may have to be amended throughout the fiscal year.

**City Employment** – City employment is established at a level of 194 full-time positions.

**Employee Benefits** – Benefits currently existing for full-time employees and retirees will remain unchanged. Group health and dental insurance have been secured through the Municipal Insurance Trust administered by the NC League of Municipalities. Premiums will increase by 3% for both employees/retirees and dependents. Annual wellness visits and age-related screenings are required by primary insured and covered spouses participating in the fund or a 10% penalty will be assessed.

**Wellness Program** – The City Council has agreed to continue providing a wellness program for City employees, retirees and covered dependents. Participation in the Wellness Plan allows participants to lower their deductible by \$250 a year.

**Cost-of-Living Adjustment** – The City's budget for 2021-2022 will provide a \$500 per employee increase in full-time employee salaries. Performance appraisals will continue without being tied to performance pay. In addition,

salary increases resulting from a promotion and those resulting by the accomplishment of steps in the career ladder will be honored.

**Pay and Classification Study** – The pay plan study for the Police Department will be implemented in the 2021-2022 fiscal year. The second year of the study will be completed to assess the pay of Public Works employees.

**Fee Schedule** – There are changes to landfill fees as noted on the fee schedule presented with the budget.

**Debt Service/Lease Purchase** – There is a debt issuance for Street and Sanitation vehicles totaling \$589,500 included in the 2021-2022 fiscal year budget.

This the 8<sup>th</sup> day of June, 2021.

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John M. “Jay” Donecker, Mayor

ATTEST:

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Angela G. Stadler, CMC/NCCMC, City Clerk



# THE CITY OF Reidsville NORTH CAROLINA

## MEMORANDUM – YEAR-END BUDGET ADJUSTMENTS

To: Mayor Donecker and the Reidsville City Council

From: Chris Phillips, Interim City Manager *CP*

Date: June 1, 2021

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

This year the following amounts have been collected and need to be recognized. The corresponding expense accounts are also shown for each item.

Department	Source/Grantor	Amount	Revenue Acct.		Expenditures
Gov Board	Sale of Property	\$ 182,000	10-3835-8201	\$ 182,000	10-4110-2609 Special Projects
Public Works	Misc Recycling	\$ 3,200	10-3412-0000	\$ 3,200	10-4123-2600 Supplies
Police	Federal Seizure Funds	\$ 2,100	10-3413-1000	\$ 2,100	10-4310-2606 Supplies
Police	State Substance Tax	\$ 20,650	10-3413-2000	\$ 20,650	10-4310-2606 Supplies
Police	Contributions (Calendars)	\$ 2,500	10-3411-0000	\$ 2,500	10-4314-2600 COP Supplies
Police	SUGA Grant	\$ 15,000	10-3431-9003	\$ 15,000	10-4310-3110 Training
Police	ABC - Education	\$ 7,800	10-3837-2000	\$ 7,800	10-4310-2607 ABC Supplies
Police	Fed Overtime Grant	\$ 15,000	10-3431-8000	\$ 15,000	10-4311-1202 Det. OT
Police	NC Crime Commission	\$ 24,402	10-3431-9002	\$ 24,402	10-4310-5800 Grant - 2 K-9s
Police	NC Crime Commission	\$ 32,637	10-3431-9002	\$ 32,637	10-4310-4400 Grant - RHS Cameras
Police	Insurance Proceeds (car)	\$ 18,025	10-3835-8200	\$ 18,025	10-4312-5500 For Replacement Car
Fire	Recycling Revenue	\$ 900	10-3434-2000	\$ 900	10-4340-2605 Supplies
Fire	Donation (Air Products)	\$ 3,500	10-3434-4000	\$ 3,500	10-4340-5500 Capital Equip
Eco Dev	CDBG Grant	\$ 250,000	10-3441-0001	\$ 250,000	10-4920-4427 Lucky City Brewing
Marketing	Farmers Market	\$ 5,000	10-3834-8525	\$ 5,000	10-4940-3501 Farmers Market
Penn House	NC Community Found.	\$ 1,670	10-3834-7100	\$ 1,670	10-6140-3510 M&R
Lake Rville	Duck Blinds	\$ 1,080	11-3613-6600	\$ 1,080	11-6130-3530 Duck Blind Imps
RCARE	PTRC Grant	\$ 3,600	11-3612-0000	\$ 3,600	11-6124-1260 PT Employees
RCARE	CARES Grant	\$ 12,250	11-3612-3000	\$ 12,250	11-6124-2611 Supplies
RDC	Block Mural Donations	\$ 19,670	15-3493-7000	\$ 19,670	15-4930-5501 Block Mural
Water Fund	Meter Replacements	\$ 35,000	61-3712-1000	\$ 35,000	61-7114-3540 Large Meters
Total New Revenues		<u>\$ 473,984</u>		<u>\$ 473,984</u>	Total New Expenditures

None of the items above require the use of fund balance.

In addition to the items above, there is a need to use \$50,000 in fund balance for additional chipping of ice storm debris in the Solid Waste Department. There are no surplus funds in that department available to reallocate for this purpose.

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

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

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

## **BUDGET ORDINANCE AMENDMENT NO. 10**

**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 recognize revenue items received during the year and appropriate related expenditures and also to appropriate fund balance for ice-storm related debris chipping;

**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 10-3835-8201, Sale of Land, be increased by \$182,000.00; that revenue account number 10-3412-0000, Recycling, be increased by \$3,200.00; that revenue account number 10-3413-1000, Federal Seizure Funds, be increased by \$2,100.00; that revenue account number 10-3413-2000, Unauthorized Substance Tax, be increased by \$20,650.00; that revenue account number 10-3411-0000, RPD Contributions, be increased by \$2,500.00; that revenue account number 10-3431-9003, RPD Grant, be increased by \$15,000.00; that revenue account number 10-3837-2000, ABC Educational Funds, be increased by \$7,800.00; that revenue account number 10-3431-8000, DOJ OT Grant, be increased by \$15,000.00; that revenue account number 10-3431-9002, NC Crime Commission Grant, be increased by \$24,402.00; that revenue account number 10-3431-9002, NC Crime Commission Grant, be increased by \$32,637.00; that revenue account number 10-3835-8200, Sale of Assets, be increased by \$18,025.00; that revenue account number 10-3434-2000, Fire Can Recycling, be increased by \$900.00; that revenue account number 10-3434-4000, Fire Donations, be increased by \$3,500.00; that revenue account number 10-3441-0001, CDBG Grant – Luck City Brewery, be increased by \$250,000.00; that revenue account number 10-3834-8525, Market Square/Farmers Market, be increased by \$5,000.00; that revenue account number 10-3834-7100, Penn House, be increased by \$1,670.00; that revenue account number 11-3613-6600, Duck Blinds, be increased by \$1,080.00; that revenue account number 11-3612-0000, RCARE Grant, be increased by \$3,600.00; that revenue account number 11-3612-3000, RCARE CARES Grant, be increased by \$12,250.00; that revenue account number 15-3493-7000, Block Mural Fundraising, be increased by \$19,670.00; that revenue account number 61-3712-1000, Water Taps, be increased by \$35,000.00; that revenue account number 10-3991-0000, Appropriated General Fund Balance, be increased by \$50,000.00;

**Section 2.** That expense account number 10-4110-2609, Gov Board Special Projects, be increased by \$182,000.00; that expense account number 10-4123-2600, PW Supplies, be increased by \$3,200.00; that expense account number 10-4310-2606, PD Admin

Supplies, be increased by \$2,100.00; that expense account number 10-4310-2606, PD Admin Supplies, be increased by \$20,650.00; that expense account number 10-4314-2600, COP Supplies, be increased by \$2,500.00; that expense account number 10-4310-3110, PD Training, be increased by \$15,000.00; that expense account number 10-4310-2607, ABC Supplies, be increased by \$7,800.00; that expense account number 10-431-1202, PD Det Overtime, be increased by \$15,000.00; that expense account number 10-4310-5800, PD Capital Equip, be increased by \$24,402.00; that expense account number 10-4310-4400, PD Contracted Services, be increased by \$32,637.00; that expense account number 10-4312-5500, PD Capital Equipment, be increased by \$18,025.00; that expense account number 10-4340-2605, RFD Supplies, be increased by \$900.00; that expense account number 10-4340-5500, RFD Capital Equip, be increased by \$3,500.00; that expense account number 10-4920-4427, Lucky City Brewing (Grant Flow-through), be increased by \$250,000.00; that expense account number 10-4940-3501, Farmer's Market, be increased by \$5,000.00; that expense account number 10-6140-3510, Penn House M&R, be increased by \$1,670.00; that expense account number 11-6130-3530, Duck Blinds, be increased by \$1,080.00; that expense account number 11-6124-1260, RCARE PT Salaries, be increased by \$3,600.00; that expense account number 11-6124-2611, RCARE Supplies, be increased by \$12,250.00; that expense account number 15-4930-5501, Block Mural, be increased by \$19,670.00; that expense account number 61-7114-3540, Purchase of Large Meters, be increased by \$35,000.00; that expense account number 10-4710-3990, Contracted Services - Chipping, be increased by \$50,000.00;

This the 8th day of June, 2021.

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John M. "Jay" Donecker  
Mayor

ATTEST:

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Angela G. Stadler, CMC/NCCMC  
City Clerk






# THE CITY OF Reidsville NORTH CAROLINA

## COVID-19 VACCINATION INCENTIVE 2020-2021 SURPLUS

**To: The Honorable Mayor Donecker and the Reidsville City Council**

**From: Chris Phillips, Interim City Manager** 

**Date: June 1, 2021**

At the May 25, 2021 budget work session, a discussion of current year surplus included vaccination incentives. The City Council reiterated how important it is for everyone possible to get vaccinations. As a step toward encouraging City of Reidsville employees to be vaccinated, an increase in the \$100 incentive being offered was suggested. An additional \$500 incentive was discussed. Human Resources Director Leigh Anne Bassinger has looked into this level of incentive in light of recent EEOC-released technical assistance. Her memo is attached affirming the ability to offer an incentive at this level.

Every City of Reidsville employee has some level of interaction with the public. Being vaccinated will allow employees to remain safer as the COVID-19 pandemic continues. Having a larger percentage of employees vaccinated shows also that City services are open for business. The additional monetary incentive should help increase the percentage of employees being vaccinated. At this point, known vaccination percentages for employees are lingering around 45%, which is only slightly better than the rates for Rockingham County as a whole.

At this time, a formal recommendation to use 2020-2021 surplus budget dollars for a \$500 per full-time employee vaccination incentive is being sought from City Council. This incentive will be in place until August 30, 2021. Some of the funds will be brought forward to the 2021-2022 fiscal year to allow time for employees to receive the vaccination.





## Department of Human Resources

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

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### Memorandum

To: Chris Phillips, Interim City Manager

From: Leigh Anne Bassinger, Director of Human Resources

Date: June 1, 2021

Re: COVID-19 Vaccine Incentive

The City of Reidsville may offer a vaccine incentive to those employees who have voluntarily received the COVID-19 vaccine from a third-party provider, in my professional opinion. I would recommend an additional one-time vaccine incentive bonus of \$500 be made available to all full-time employees who voluntarily receive their COVID-19 vaccine, and who submit evidence of vaccination between now and August 30, 2021. This would be in addition to the previous vaccine incentive bonus of \$100, which has already been paid.

On May 28, 2021 the US Equal Employment Opportunity Commission (EEOC) issued technical assistance and answers on COVID-19, the ADA and other EEO laws. Included in these guidelines was guidance related to employer incentives for voluntary COVID-19 vaccinations. According to the EEOC, an employer may request documentation showing an employee has received the COVID-19 vaccine because vaccination is not a disability-related inquiry. Furthermore, according to the EEOC, an employer may offer an incentive to employees to voluntarily provide confirmation they have received a COVID-19 vaccine.

The technical assistance goes on to indicate that this incentive (or penalty) should not be so substantial as to be coercive. The exact wording used by the EEOC is that "a very large incentive could make employees feel pressured to disclose protected medical information" as part of the pre-vaccine screening questions. The guidelines further explain that this incentive limitation does not apply if an employer offers an incentive to employees to voluntarily provide documentation of having received the vaccine on their own "from a third-party provider." Because the employee is receiving the vaccine from

*"Live Simply. Think Big."*

someone other than the employer, the protected medical information received in the screening process is never shared with the employer.

I continue to believe our employees are our single most valuable asset. Because our employees each have the potential and the opportunity to interact directly with the general public, vaccination against COVID-19 remains a high priority for the entire organization. Offering this incentive bonus is compliant with the guidelines from the EEOC and clearly demonstrates our desire to protect our most valuable resource.



The City of  
**Reidsville**  
North Carolina

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

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*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:** May 26, 2021  
**RE:** Minimum Housing Code - NCSG 160D Updates

As you are aware NCGS Chapter 160D consolidates NCGS 160A and 153A enabling legislation for planning regulations. There are references to NCGS 160A within the Code of Ordinances, Chapter 4, Article II, Housing Code which needs to be amended referencing Chapter 160D. This is required to curtail any legal issues by not referencing the correct statute. Additionally, this Ordinance amendment corrects:

- The Community Development Department name and position titles.
- Clarifies that the Board of Adjustment appeal hearings will be quasi-judicial.
- Corrects the Board of Adjustment membership vote necessary to reserve or modify the order of the director.

For City Council consideration, the enclosed Ordinance Amendment aligns our Ordinance with the new State legislation.

Enclosure

**AMENDING THE CITY OF REIDSVILLE CODE OF ORDINANCES**

**AN ORDINANCE AMENDING CHAPTER 4,**

**BUILDING, CONSTRUCTION AND RELATED ACTIVITIES**

**ARTICLE II, HOUSING CODE**

**BE IT ORDAINED** by the City Council of the City of Reidsville, North Carolina, that the City of Reidsville Code of Ordinances Chapter 4, Article II, Sections 4-20; 4-23; 4-28; 4-29; and 4-31 is rewritten to include the following amendments:

**ARTICLE II. - HOUSING CODE**

**Sec. 4-20. - Findings; purpose; authority.**

- (a) *Findings.* Pursuant to G.S. 160D - ~~1201A-441~~, it is hereby found and declared that there exists in the city and its area of extraterritorial jurisdiction dwellings which are unfit for human habitation due to dilapidation, defects increasing the hazards of fire, accidents and other calamities, lack of ventilation, light and sanitary facilities, and due to other conditions rendering such dwellings unsafe and unsanitary, and dangerous and detrimental to the health, safety and morals, and otherwise inimical to the welfare of the residents of the city and its extraterritorial jurisdiction.
- (b) *Purpose.* In order to protect the health, safety and welfare of the residents of the city and its area of extraterritorial jurisdiction as authorized by ~~Part 6 of Article 19, Chapter 160A~~ G.S. 160D - 202 of the General Statutes of North Carolina, it is the purpose of this article to establish minimum standards of fitness for the initial and continued occupancy of all buildings used for human habitation, as expressly authorized by G.S. ~~160A-444~~ D-1205.
- (c) *Authority.* In addition, it is hereby found and declared, under the authority of G.S. 160A-174, that there exists in the city dwellings which, although not meeting the classification as unfit for human habitation, fail to fully comply with all the minimum standards for housing fitness as established herein and therefore have present one or more conditions which are inimical to the public health, safety, and general welfare. Such conditions, if not corrected can lead to deterioration and dilapidation of dwellings which render them unfit for human habitation.

**Sec. 4-23. - ~~Director of planning and code enforcement~~ Community Development Manager designated.**

For the purposes of administering and enforcing the provisions of this article, the ~~director of planning and code enforcement~~ Community Development Manager (hereinafter referred to as "director") is hereby designated as the chief administrative and enforcement official. The director shall have such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this article, including, without limiting the generality of the foregoing, in addition to others herein granted, the following powers:



- (1) *Investigations.* To investigate the dwelling and building conditions in the jurisdiction in order to determine which dwellings therein are unfit for human habitation and dangerous, being guided in such examination of dwellings and buildings by the requirements set forth in this article.
- (2) *Oaths, witnesses, etc.* To administer oaths and affirmations and to examine witnesses and receive evidence.
- (3) *Right of entry.* To enter upon and within premises and dwellings for the purpose of making examinations and investigations; provided, that such entries shall be made in such a manner as to cause the least possible inconvenience to the persons in possession.
- (4) *Warrants, citations, etc.* To swear criminal warrants, issue civil citations and to take such other actions as may be necessary to carry out the enforcement procedures of this article.
- (5) *Delegation of functions, etc.* To delegate any of his functions and powers under this article to such officer and agents as he may designate.

**Sec. 4-28. - Procedure after hearing; order.**

- (a) If, after notice and hearing, the director determines that the dwelling under consideration is unfit for human habitation, in accordance with the standards set forth above, he shall state in writing his findings of fact in support of that determination and shall issue and cause to be served upon the owner thereof an order:
  - (1) If the repair, alteration, or improvement of the dwelling can be made at a cost of less than fifty (50) percent of the value of the dwelling, requiring the owner, within the time specified, to repair, alter or improve the dwelling in order to render it fit for human habitation or to vacate and close the dwelling as a human habitation; or
  - (2) If the repair, alteration, or improvement of the dwelling cannot be made at a cost of less than fifty (50) percent of the value of the dwelling, requiring the owner, within the time specified in the order, to remove or demolish such dwelling. However, notwithstanding any other provision of law, if the dwelling is located in a historic district of the city and the historic district commission determines, after a public hearing as provided by ordinance, that the dwelling is of particular significance or value toward maintaining the character of the district, and the dwelling has not been condemned as unsafe, the order may require that the dwelling be vacated and closed consistent with G.S. 160D - 949A\_400.14(a).
- (b) If, after notice and hearing the director determines that the dwelling under consideration is not unfit for human habitation but is not in full compliance with one or more standards of dwelling fitness as set forth above, he may proceed with the enforcement procedures of section 1-8 of this Code, civil or criminal or both.
- (c) Whenever a determination is made pursuant to paragraphs (1) or (2) of this section that a dwelling must be vacated and closed, or removed or demolished, under the provisions of this section, notice of the order shall be given by first-class mail to any organization involved in providing or restoring dwellings for affordable housing that has filed a written request for such notices. A minimum period of forty-five (45) days from the mailing of such notice shall be given before removal or demolition by action of the director, to allow the opportunity for any organization to negotiate with the owner to make repairs, lease, or purchase the property for the purpose of providing affordable

housing. The director shall certify the mailing of the notices, and the certification shall be conclusive in the absence of fraud. Only an organization that has filed a written request for such notices may raise the issue of failure to mail such notices, and the sole remedy shall be an order requiring the director to wait forty-five (45) days before causing removal or demolition.

- (d) Upon the issuance of a complaint and notice of hearing pursuant to this section, the director shall cause the filing of a notice of lis pendens, with a copy of the complaint and notice of hearing attached thereto, in the Office of the Clerk of Superior Court of Rockingham County, to be indexed and cross-indexed in accordance with the indexing procedures of the North Carolina General Statutes. The director shall cause a copy of the notice of lis pendens to be served upon the owners and parties in interest in the dwelling at the time of filing in accordance with [G.S. 160A-445D - 1206](#), as applicable. Upon compliance with the requirements of any order issued based upon such complaint and hearing, the director shall direct the clerk of superior court to cancel the notice of lis pendens.

#### **Sec. 4-29. - Failure to comply with order.**

- (a) If the owner fails to comply with an order to repair, alter or improve or to vacate and close the dwelling, the director may:
  - (1) Cause the dwelling to be repaired, altered, or improved or to be vacated and closed.
  - (2) Cause to be posted on the main entrance of any such dwelling, a placard containing the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a violation of this article.
- (b) If the owner fails to comply with an order to remove or demolish the dwelling, the director may:
  - (1) Cause the dwelling to be vacated and removed or demolished.
  - (2) Cause to be posted on the main entrance of any such dwelling, a placard containing the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a violation of this article.
- (c) The duties of the director set forth in subsections (a) and (b) shall not be exercised until the city council shall have adopted an ordinance of condemnation [and pursuant to G.S. 160D - 1203](#). No such ordinance shall be adopted to require demolition of a dwelling until the owner has first been given a reasonable opportunity to bring it into conformity with the Housing Code. For the purposes of this subsection, a period of ninety (90) days following the date of the housing inspector's order shall constitute a reasonable opportunity. The ordinance adopted, pursuant to this subsection, shall be recorded in the office of the register of deeds in the county where the property or properties are located and shall be indexed in the name of the property owner in the grantor index.
  - (1) If the city council shall have adopted an ordinance, or the director shall have issued an order, ordering a dwelling to be repaired or vacated and closed, as provided for in section 4-28(a)(1), and if the owner has vacated and closed such dwelling and kept such dwelling vacated and closed for a period of six (6) months pursuant to the ordinance or order, then if the governing body shall find that the owner has abandoned the intent and purpose to repair, alter or improve the dwelling in order to render it fit for human habitation and that the continuation

of the dwelling in its vacated and closed status would be inimical to the health, safety, morals and welfare of the municipality in that the dwelling would continue to deteriorate, would create a fire and safety hazard, would be a threat to children and vagrants, would attract persons intent on criminal activities, would cause or contribute to blight and the deterioration of property values in the area, and would render unavailable property and a dwelling which might otherwise have been made available to ease the persistent shortage of decent and affordable housing in the city, then in such circumstances, the city council may, after the expiration of such six-month period, enact an ordinance and serve such ordinance on the owner, setting forth the following:

- a. If it is determined that the repair of the dwelling to render it fit for human habitation can be made at a cost not exceeding fifty (50) percent of the then-current value of the dwelling, the ordinance shall require that the owner either repair or demolish and remove the dwelling within ninety (90) days; or
- b. If it is determined that the repair of the dwelling to render it fit for human habitation cannot be made at a cost not exceeding fifty (50) percent of the then-current value of the dwelling, the ordinance shall require that the owner demolish and remove the dwelling within ninety (90) days.

The ordinance from which this subsection is derived shall be recorded in the county office of the register of deeds and shall be indexed in the name of the property owner in the grantor index. If the owner fails to comply with this subsection, the director shall effectuate the purpose of the subsection.

(2) Reserved.

- (d) The amount of the cost of repairs, alterations, or improvements, or vacating and closing, or removal or demolition by the director shall be a lien against the real property upon which the cost was incurred, which lien shall be filed, have the same priority, and be collected as the lien for special assessment provided in Article 10 of Chapter 160A D of the General Statutes of North Carolina. If the dwelling is removed or demolished by the director, he shall sell the materials of the dwelling, and any personal property, fixtures or appurtenances found in or attached to the dwelling, and shall credit the proceeds of the sale against the cost of the removal or demolition and any balance remaining shall be deposited in the Superior Court by the director, shall be secured in a manner directed by the court, and shall be disbursed by the court to the persons found to be entitled thereto by final order of the decree of the court.
- (e) If any occupant fails to comply with an order to vacate a dwelling, the director may file a civil action in the name of the city to remove such occupant. The action to vacate the dwelling shall be in the nature of summary ejectment and shall be commenced by filing a complaint naming as parties-defendant any persons occupying such dwelling. The clerk of Superior Court shall issue a summons requiring the defendant to appear before a magistrate at a certain time, date, and place not to exceed ten (10) days from the issuance of the summons to answer the complaint. The summons and complaint shall be served as provided in G.S. 42-29. The summons shall be returned according to its tenor, and if on its return it appears to have been duly served, and if at the hearing the director produces a certified copy of an ordinance adopted by the city council pursuant to subsection (c) authorizing the director to proceed to vacate the occupied dwelling, the magistrate shall enter judgement ordering that the premises be vacated and that all persons be removed. The judgement ordering that the dwelling be vacated shall be enforced in the same manner as the judgement for summary ejectment entered under G.S. 42-30. An appeal from any judgement



entered hereunder by the magistrate may be taken as provided in G.S. 7A-228 and the execution of such judgement may be stayed as provided in G.S. 7A-227.

- (f) An action to remove an occupant of a dwelling who is a tenant of the owner may not be in the nature of a summary ejectment proceeding pursuant to this paragraph unless such occupant was served with notice at least thirty (30) days before the filing of the summary ejectment proceeding that the city council has ordered the director to proceed to exercise his duties under subsections (a), (b) and (c) of this section to vacate and close or remove and demolish the dwelling.

#### **Sec. 4-31. - Appeals.**

- (a) The board of adjustment is hereby appointed as the housing appeals board to which appeals from any decision or order of the director may be taken. Except where this article provides for different rules or procedures, the board of adjustment acting as the housing appeals board shall follow its rules of procedure to be conducted in a quasi-judicial hearing, which may be amended to provide specifically for this function.
- (b) An appeal from any decision or order of the director may be taken by any person aggrieved thereby or by any officer, board, or commission of the city. Any appeal from the director shall be taken within ten (10) days from the rendering of the decision or service of the order by filing with the director and with the board a notice of appeal which shall specify the grounds upon which the appeal is based. Upon the filing of any notice of appeal, the director shall forthwith transmit to the board all the papers constituting the record upon which the decision appealed from was made. When an appeal is from a decision of the director refusing to allow the person aggrieved thereby to do any such act, his decision shall remain in force until modified or reversed. When any appeal is from a decision of the director requiring the person aggrieved to do any act, the appeal shall have the effect of suspending the requirement until the hearing by the board, unless the director certifies to the board, after the notice of appeal is filed with him, that because of facts stated in the certificate (a copy of which shall be furnished the appellant), a suspension of his requirement would cause imminent peril to life or property. In that case the requirement shall not be suspended except by a restraining order, which may be granted for due cause shown upon not less than one (1) day's written notice to the director, by the board, or by a court of record upon petition made pursuant to subsection (e) of this section.
- (c) The board of adjustment shall fix a reasonable time for hearing appeals, shall give due notice to the parties, and shall render its decision within a reasonable time. Any party may appear in person or by agent or attorney. The board may reverse or affirm, wholly or partly, or may modify the decision or order appealed from, and may make any decision and order that in its opinion ought to be made in the matter, and to that end it shall have all the powers of the director, but the concurring majority vote ~~of four-fifths (4/5)~~ of the members of the board shall be necessary to reverse or modify any decision or order of the director. The board shall have power also in passing upon appeals, when practical difficulties or unnecessary hardships would result from carrying out the strict letter of the article, to adapt the application of the article to the necessities of the case to the end that the spirit of the article shall be observed, public safety and welfare secured, and substantial justice done.
- (d) Every decision of the board shall be subject to review by proceedings in the nature of certiorari instituted within fifteen (15) days of the decision of the board but not otherwise.



- (e) Any person aggrieved by an order issued by the director or a decision rendered by the board may petition the Superior Court for an injunction, restraining the director from carrying out the order or decision and the court may, upon such petition, issue a temporary injunction restraining the director pending a final disposition of the cause. The petition shall be filed within thirty (30) days after issuance of the order or rendering of the decision. Hearings shall be had by the court on a petition within twenty (20) days and shall be given preference over other matters on the court's calendar. The court shall hear and determine the issues raised and shall enter such final order or decree as law and justice may require. It shall not be necessary to file bond in any amount before obtaining a temporary injunction under this subsection.

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.

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**JOHN M. "JAY" DONECKER, MAYOR, REIDSVILLE, N.C.**

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**Angela G. Stadler, City Clerk**



The City of  
**Reidsville**  
North Carolina

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

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*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:** May 29, 2020  
**RE:** Legal Services for the CDBG-NR

As you all know, the City of Reidsville was the recipient of the CDBG-Neighborhood Rehab grant. A Title Search will need to be performed on the properties selected to be rehabbed. Plus, there may be other minor legal work needed. The City issued a Request for Proposals (RFP) for Legal Work from qualified firms. The RFP was mailed to county based legal firms and advertised in the local newspaper. The RFP's were to be back on March 1, 2021, and a minimum of two were required.

W. Eugene Russell, Attorney at Law and William F. McLeod, Jr, Attorney at Law turned in a proposal. A committee comprised of myself, Interim City Manager Chris Phillips, Assistant City Manager Haywood Cloud, Jr. and City Clerk Angela Stadler evaluated the two proposals. W. Eugene Russell proposed price for a Title Search was \$250 per property and William F. McLeod, Jr.'s price for the same was \$295. The hourly rate for any minor legal work was the same. Both firms were scored based on the criteria in the RFP.

Therefore, we are recommending that the City Council award the contract to W. Eugene Russell for the CDBG-NR legal services based on the knowledge he has, past CDBG experience and cost.



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 *CP*  
**SUBJ:** City Manager's Monthly Report  
**DATE:** June 8, 2021

1. New City Manager's Arrival
  - a. First and foremost, Summer Woodard's first day on the job will be Monday, June 14. We are very excited to have Summer joining "Team Reidsville". We are planning in the next month or so to have some kind of event to welcome her officially to Reidsville.
2. June 12<sup>th</sup> Opening Day
  - a. We hope you will all be able to come out on Saturday, June 12, for the opening day of the Old North State League and collegiate ball out at Jaycee Ballpark. The game starts at 7 p.m. as the Reidsville Luckies face the Lexington Flying Pigs. Bleacher seating will be available or you can bring a chair.
3. Downtown Events
  - a. We are excited that events are returning to the downtown and Market Square beginning this week. 2<sup>nd</sup> Downtown Fridays returns June 11<sup>th</sup> with our cruise-ins, music, a kid's zone and food planned from 6-9 p.m. centered around Mural Park. On Saturday, June 26, the Journey Tribute Band, "Trial by Fire," will be at Market Square to kick off our free Summer Concert Series. That concert starts at 7 p.m.
4. Spring Rabies Clinic
  - a. The Reidsville Police Department Animal Control is hosting a Spring Rabies Clinic behind the police department from 2-4 p.m. on Saturday, June 26, as well. Pet owners should bring dogs on leashes and cats in carriers. Cost is \$8 (cash only) per pet. For more information, people can contact the RPD at 336-349-1010.
5. Thank You for Your Support
  - a. This will be my final City Manager's Report with Summer's arrival next week. I just wanted to thank the Council for its support over the last several months. It has been a privilege to serve as Interim City Manager.

*"Live Simply. Think Big."*

**MINUTES OF THE REIDSVILLE BOARD OF ADJUSTMENT MEETING  
HELD WEDNESDAY, MAY 19, 2021 BEGINNING AT 6:00 P.M.  
IN THE CITY HALL COUNCIL CHAMBERS**

**MEMBERS PRESENT:**

Thomas Thompson, Chairman  
W. E. "Skeeter" Coates, Vice-Chairman  
Carolyn Pillar  
Ann O'Mara  
Dylan Moore

**MEMBERS ABSENT:**

Garry Percell

**OTHERS IN ATTENDANCE:**

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

Chairman Thompson called the meeting to order.

**CONSIDERATION OF A SIDE YARD VARIANCE FOR 2226 DOE RUN TO CONSTRUCT A GARAGE.  
DOCKET NO. BA 2021-01**

Donna Setliff addressed the Board of Adjustment stating that Attorney Randy H. Herman, on behalf of Mary & Lee Shorey, requested a variance from the Reidsville Zoning Ordinance for the property addressed as 2226 Doe Run. She stated that the variance request was to place a detached garage 5 feet from the setback instead of the required 10 feet stated in Zoning Ordinance Article V, Section 4, Note(o) for a Residential-12 (R-12) zoned property. Mrs. Setliff then read to the Board what findings of fact that would need to be considered for the variance.

Attorney Randy H. Herman distributed a packet to the Board with a copy of the application, references to the case in the Ordinance, and pictures detailing the where the garage would be located in regards to the property setbacks (see attached packet). Attorney Herman stated that the basic issue with his client's property was the already established setbacks and utilities. He also stated that the client was asking for the garage to be placed at the end of the driveway where most of the subdivision's garages are located. Attorney Herman then asked for his client to step to the podium to answer questions. Lee Shorey, owner of 2226 Doe Run, stepped to the podium to introduce himself to the Board. Attorney Herman then proceeded to ask Mr. Shorey a series of questions for his variance request.

**Attorney Herman:** This is based on the item #4 in the packet (see attached) which is a diagram of the lot. "Mr. Shorey do you have a survey of the lot?"

**Mr. Shorey:** "I don't have a survey."

**Attorney Herman:** "I drew this diagram (item #4 in attached packet) based on the information that you have provided me, are these measurements correct?"

**Mr. Shorey:** "These are exactly all of the measurements"

**Attorney Herman:** "And you had measured all of these distances"

**Mr. Shorey:** "Yes sir."

**Attorney Herman:** "So where specifically on the lot is it that you want to put the garage?"

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**Mr. Shorey:** "Just continuous of the driveway itself. It's a one car lane driveway and at the end is where we will like to go with the garage itself."

**Attorney Herman:** "This is the last item in the packet (item #6 in attached packet) the photograph. This is a photograph you took of your lot?"

**Mr. Shorey:** "That is correct."

**Attorney Herman:** "So this shows the location at the end of the driveway?"

**Mr. Shorey:** "Where the pick-up truck is, yes."

**Attorney Herman:** "And where's the property line?"

**Mr. Shorey:** "It's past these trees here and just down the hill there is an easement, a utility easement."

**Attorney Herman:** "Well let's talk about the side property line. Where's the side property line at?"

**Mr. Shorey:** "Well it's up against this fence here and goes down the embankment a little bit past these trees."

**Attorney Herman:** "So basically following the line of where the fence is?"

**Mr. Shorey:** "Correct."

**Attorney Herman:** "So the location where you want to put the garage right there at the end of that driveway where the car is shown?"

**Mr. Shorey:** "From where the planter pot is, which is behind the truck and about 24 feet forward."

**Attorney Herman:** "Have you looked into if there is any other place to put the garage?"

**Mr. Shorey:** "Not necessarily, but there is a utility power utilities that runs diagonal across the property which has to be free and clear for them to dig up the wires."

**Attorney Herman:** "So referring to the diagram (item #4 of attached packet)."

**Mr. Shorey:** "That green box to the left of the rear of the house."

**Attorney Herman:** "So the diagram (item #4 of attached packet) shows the green box and then a smaller green junction box."

**Mr. Shorey:** "Yes, and you go from there directly across the back of the concrete pad there where it goes diagonally across there and runs down to another street on the other side to the easement there."

**Attorney Herman:** "So basically covering up the whole backyard?"

**Mr. Shorey:** "Yes sir."

**Attorney Herman:** "And obviously you couldn't put it in the front yard which would be another issue with the Ordinance. So referencing the item between those two (item #5 in attached packet), this is a print out from Google Earth which gives an accurate view of your property?"

**Mr. Shorey:** "That is correct."

**Attorney Herman:** "Have you talked to any of your neighbors about the plan to put the garage on there?"

**Mr. Shorey:** "Yes I have."

**Attorney Herman:** "What did they say about it?"

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**Mr. Shorey:** "Either neighbor said they wouldn't have any trouble with it. The lady that lives on the right side of me, she was willing to help the previous owner sign any papers that she had to sign to go ahead with it. I don't know what the outcome was with that, but they had moved to Florida and that's how we purchased the house almost about 3 years ago. I have no quarrels with her or the new property owners on the other side. All of them said they would have no problem especially the gentleman that lives down the hill."

**Attorney Herman:** "And just to be clear the location of the drive and the house are the same that it was when you purchased it?"

**Mr. Shorey:** "Correct"

Thomas Thompson asked Mr. Shorey if in the subdivision there are other garages. Mr. Shorey responded that there are some houses in the subdivision that also have garages close to the property lines. Mr. Thompson then asked whether a survey had been done. Mr. Shorey responded that he personally hadn't gotten a survey done, but was unsure if one was done previously. Mr. Thompson asked if Mr. Shorey was willing to get a survey if the variance was approved. Mr. Shorey responded that he was willing to get a survey done to bring back before the garage was placed.

W.E. "Skeeter" Coates asked Mrs. Setliff if she had remembered this property having a variance previously. Mrs. Setliff stated that she didn't have one on this particular property, but there was another property in the subdivision. Mrs. Setliff also stated that once you get past the house 15 feet, then the setback can be 5 feet, but otherwise it is 10 feet. She stated most likely that the garages currently are past the 15 feet. She also stated that she concurred with the owner that with the easement diagonally across the back, that the garage couldn't go in the rear yard. Mr. Coates asked that the fence shown in the picture is the neighbors and that the distance from the fence to the slab is 5 feet. Mr. Shorey replied that 5 feet was the distance he measured. Mr. Coates asked what kind of building was the garage and would it be anchored. Mr. Shorey responded that it was a pre-fab building made of wood anchored to the concrete slab.

Dylan Moore asked Mr. Shorey if the garage was just for vehicle storage. Mr. Shorey replied that it was only for his personal use primarily for vehicle storage.

The Board questioned and discussed other aspects that were not relevant to the variance request. Mrs. Setliff stated that some of the questions would be addressed during the building permit stage if the variance was approved.

Attorney Harmen went through to give his answers to the findings of fact that would be considered for the variance:

- (1) That special conditions and circumstances exist which are not applicable to other lands, structures, or buildings in the same district.

**Answer:** The size of the current lot, the setbacks, where the driveway is located, and the easement in the back yard limits the location for the garage.

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- (2) That literal interpretation of the provisions of this ordinance would deprive the applicant of a right commonly enjoyed by other properties in the same district under the terms of this ordinance.

**Answer:** Many other houses in the subdivision have garages and the homeowner just wants the same as others.

- (3) That the special conditions and circumstances do not result from actions of the applicant.

**Answer:** There have been no changes to the lot since purchase.

- (4) That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district.

**Answer:** There are many similar garages in the subdivision and no surrounding neighbors have expressed their objection to the garage.

Discussion ensued with the Board on the variance and then the Board went through the findings of fact:

- (3) That special conditions and circumstances exist which are not applicable to other lands, structures, or buildings in the same district.

**Vote:** Unanimous

- (4) That literal interpretation of the provisions of this ordinance would deprive the applicant of a right commonly enjoyed by other properties in the same district under the terms of this ordinance.

**Vote:** Unanimous

- (5) That the special conditions and circumstances do not result from actions of the applicant.

**Vote:** Unanimous

- (6) That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district.

**Vote:** Unanimous

A motion was presented to approve the variance requested for 2226 Doe Run with the provision that a survey is done and presented to Donna Setliff before the building permit was issued.

**Motion:** W.E. "Skeeter" Coates

**Second:** Carolyn Pillar

**Vote:** Unanimous

Mr. Shorey did request a formal written statement for the accepted variance. Mrs. Setliff responded that a certified copy of the minutes could be given to show the approval of the variance.

**Board of Adjustment Minutes**  
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**ADJOURNMENT OF THE BOARD OF ADJUSTMENT**

There being no further business for the Board of Adjustment, Chairman Thompson adjourned the meeting at 6:41 pm.

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**Briana L. Perkins**  
**Community Development Planner I**



**MINUTES OF THE REIDSVILLE PLANNING BOARD MEETING  
HELD WEDNESDAY, MAY 19, 2021  
BEGINNING AT 6:41 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

**MEMBERS PRESENT:**

Thomas Thompson, Chairman  
W. E. "Skeeter" Coates, Vice-Chairman  
Carolyn Pillar  
Ann O'Mara  
Dylan Moore

**MEMBERS ABSENT:**

Garry Percell

**OTHERS IN ATTENDANCE:**

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

Chairman Thompson called the meeting to order at 6:41PM.

**APPROVAL OF MINUTES**

A motion was made to approve the Minutes of the April 21, 2021 Planning Board meeting.

**Motion:** Carolyn Pillar

**Second:** Dylan Moore

**Vote:** Unanimous

**CONSIDERATION OF A COMPREHENSIVE UPDATE TO THE ZONING ORDINANCE AND SUBDIVISION  
REGULATIONS AS REQUIRED BY THE NORTH CAROLINA GENERAL ASSEMBLY TO COMPLY WITH  
GENERAL STATUTE 160D. DOCKET NO. T 2021-02**

Donna Setliff stated that the new legislation 160D was basically combining the currently separate legislations for Counties and Municipalities. She then gave the Planning Board a summarization of the changes the new legislation 160D would make.

- All section references that were currently listed as 159b would be changed to 160D
- Some definitions would be changed.
- Conflict of Interest section was added to.
- The Historical Preservation Committee would have to change Certificate of Appropriateness rulings to "Quasi-Judicial".
- The Architectural "Guidelines" will be changed to "Standards". (the amendment had already been approved by the Historical Preservation Committee)
- The violations process for Code Enforcement would change.
- Zoning maps would have to be archived for any changes that were made.
- Small change to notices for public meetings from 7 days to 10 days and Planning Board notices no longer need to be sent.

**Planning Board Minutes**  
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**Page 2**

- Consistency note changes were made.
- The Subdivision Regulation had references changed to 160D and a section added on Vested Rights.

The Board questioned and discussed what the effects the new legislation would have on meetings. Mrs. Setliff responded to other questions that were not part of the new legislation and then stated that there were no changes to the meetings other than the Special Use Permits.

A motion was made to recommend to City Council text amendment T 2021-02 as presented.

**Motion: W.E. "Skeeter" Coates**  
**Second: Ann O'Mara**  
**Vote: Unanimous**

**PLANNING BOARD MEMBER'S REPORT**

There was nothing to report.

**COMMUNITY DEVELOPMENT MANAGER'S REPORT**

Community Development Director, Donna Setliff presented that City Council did approve the rezoning for 2622 S. Scales St. Mrs. Setliff also invited all of the Board members to come to the ribbon cutting on McCoy Rd. at Lake Reidsville on Tuesday at 12:00pm for the City's new kayak and canoe launch access.

Mrs. Setliff also informed the Board that she is regretfully retiring at the end of the year after serving the City of Reidsville for 41 years.

An update on how the Appearance Commission's shred event was also provided. Mrs. Setliff stated that 47 cars came with 20 carts being filled. She stated that the carts hold about 360 pounds of paper estimating that about 7200 pounds of paper was shredded.

Mr. Coates also provided that there would be a ribbon cutting at the Antique Shop on Friday at 12:00pm if any members would like to come out.

**ADJOURNMENT OF PLANNING BOARD**

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

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

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**Briana Perkins**  
**Community Development Planner I**

**MINUTES OF THE REIDSVILLE HISTORIC PRESERVATION COMMISSION  
HELD THURSDAY, MAY 20, 2021 AT 6:00 P.M.  
IN THE FIRST FLOOR CONFERENCE ROOM AT CITY HALL**

**MEMBERS PRESENT:**

Jason Johnson  
Anne Marie Simmons  
Norma Craddock  
Elizabeth Covell  
Cindy Chmielecki @ 6:20 pm

**MEMBERS ABSENT:**

Jim Jackson, Chairman  
Marguerite Holt

**OTHERS IN ATTENDANCE:**

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

Vice Chairman Jason Johnson called the meeting to order.

**APPROVAL OF MINUTES**

Quorum was not met at time for approval of minutes.

**DISCUSS FUTURE HISTORIC PRESERVATION EVENTS:**

**A.) The Downtown Stroll (1 ½ hours)**

1. When – The Commission asked Donna Setliff if the tour would be conflicting with other City events if held in September. Briana Perkins spoke Jill Weston, Downtown Corporation Manager, and found that September 10<sup>th</sup> & 11<sup>th</sup> had an event downtown. She had also spoken with Quintin Robertson, Director of Parks & Recreation, who provided that September 25<sup>th</sup> was the City's Lantern Festival. The Commission decided to set the date for the tour on September 11, 2021 with a rainy day date of September 18, 2021 to not conflict with any events.
2. Route – Marguerite Holt was not present, however Miss. Perkins gave a brief report on the walk with Mrs. Holt at the end of April. She stated that they had walked the route mentioned at the last meeting and the walk came in under 1 hour. She also said the Mrs. Holt was going to add some more to talk about still keeping it around 1 hour.

3. Tickets – Mrs. Setliff spoke to Jill Weston, Downtown Corporation Manager, about the site she uses for ticket sales. Mrs. Setliff stated the Mrs. Weston used a site called “Eventbrite” that could also put a cap on how many could register. The Commission wanted to keep the groups small with possibly having Mrs. Holt and Jim Jackson as guides. Jason Johnson suggested that he and Elizabeth Covell could go to the event on the 10<sup>th</sup> of September to hand out fliers if registration for the tour is not filled. Mr. Johnson also suggested taking walk-ins if spots were still available and promote the Commission’s other tours for those who would be turned away.

Mrs. Setliff also asked the Commission if they wanted to do a theme for the tour and dress up. The Commission requested that the dress type and the tour times on the 11<sup>th</sup> be put on the next meeting agenda.

**B.&C.) Scavenger Hunt and Letterboxing**

1. Architectural/box locations - Mr. Johnson stated that the Commission needed to decide on what locations to focus on to create riddles similar to the one Miss. Perkins presented in the last meeting. Mr. Johnson explained that for letterboxing, some will use just architectural elements in the riddles while others may use a story that links the locations. Mr. Johnson suggested maybe doing locations linked to the tobacco industry in Reidsville.

Mrs. Setliff informed the Commission that Catherine Wilson’s, Appearance Commission member, mother wrote about the history of Reidsville and the different businesses that existed. She stated that the history was mainly about African-American history and businesses in Reidsville. Mr. Johnson said that the 14 page story could be used for the clues linking locations related to the story. Mrs. Setliff also stated that “The Block” mural on Martin Luther King Jr. Dr. would be completed in the fall which could be used in the story. She also suggested incorporating the armory that had many well-known musicians play.

Mr. Johnson suggested highlighting the mural in City Hall also. He said that a box could be set outside with a note that the participant can look at it during normal business hours. He also said that a picture could be put with the note in case they can’t get into the building.

The Commission had chosen the Armory, City Hall mural, the old Reidsville Theatre, the painted murals on Martin Luther King Jr. Dr., Governor Reid House, and former American Tobacco as possible locations. Mrs. Setliff also suggested Peltum Transportation (old fire station) and the Dog House (old Texaco gas station) for locations. Mr. Johnson stated that multiple locations could be chosen for letterboxing and there was no limit. He also said that graveyards were also a popular letterbox location and could use the graveyard behind the church as another location. Mr. Johnson also suggested using some brothel and casino locations.

2. Riddle – Mr. Johnson said that the House of Wax riddle by Miss Perkins was good and could be used as a main location. Miss. Perkins also volunteered to come up with other riddles similar once the locations had been finalized. Mrs. Covell also suggested notifying the businesses. Mrs. Setliff said that a note could be placed inside informing the participants to leave the box as found and not disturb the surrounding area.
3. Stamps – Mrs. Covell said that she could make stamps for the boxes, but was concerned about the maintenance of ink. Mr. Johnson said that most participants in letterboxing have their own stamps and ink. Mrs. Setliff suggested doing both stamps and stickers in the box just in case participants don't have the materials.
4. When? – The Commission agreed that this year may be too late to plant the letterboxes, but can have all of the boxes ready for next year. Mrs. Setliff asked the Commission to bring all information and what would need to be purchased to the next meeting.
5. Badge – Mrs. Covell said that she could create a badge. She also suggested doing an animated badge. She suggested an application for the participants to fill out to show what they completed to get the badge. Mr. Johnson commented that the letterboxing Atlas actually track which locations are completed which can then be linked to the digital badge. The Commission requested Mrs. Setliff to set up the laptop and projector to view the digital work for the next meeting.

#### D.) Reidsville Legends Tour

1. When in October? – Miss Perkins informed the Commission that October the 4<sup>th</sup> had a group meeting at Market Square, the 16<sup>th</sup> was the festival downtown, and the 23<sup>rd</sup> was a Halloween event. The Commission's previously mention dates were October 2<sup>nd</sup>, 16<sup>th</sup>, and 23<sup>rd</sup>. The Commission would only have the 2<sup>nd</sup> available to hold the tour without competing with other City events. Mrs. Setliff stated that there was only one Saturday between the Legend tour and Lantern tour which would leave out rain dates. The Commission all agreed to table the Legends tour to possibly hold next year.

#### E.) Lantern Tour

The Commission tabled discussion of the date and any reforming to the current setup of the tour for the next meeting.

#### F.) Governor Reid Birthday Celebration

The Commission tabled discussion for the next meeting.

**G.) Collect Reidsville Memorabilia for City 150<sup>th</sup> Anniversary in 2023**

Mrs. Seliff informed the Commission that the City was looking for donations of Reidsville's history to put in a room at the Governor Reid House. She said that she will need to start collecting the donations in the fall to start setting up the room.

**H.) Discuss review of Architectural and Historic Standards**

Mrs. Setliff stated that she would start giving revisions to the standards in sections of minor works, normal maintenance, and major works. She stated that the major works section didn't have a lot of description which should be detailed to use for the quasi-judicial hearings. She informed the Commission that the new legislation 160D would give more power to the Commission which would require more detailed standards to refer to.

**I.) Historic District Property Owner Newsletter**

Mrs. Covell suggested asking those who participate in the tours if they would like to sign up for the letter. She said that she would create a mock newsletter to present at the next meeting.

**J.) Mock quasi-judicial meeting to prepare for upcoming Certificates**

Mrs. Setliff informed the Commission that they would start doing quasi-judicial meetings July 1<sup>st</sup> for any Certificate of Appropriateness applications. She stated that all speakers for or against the COAs would have to be sworn in to present their case. Mrs. Setliff also stated that a report would be given on the COAs citing which standards from the Architectural Standards would pertain to the COA being presented. She also stated that there will be 4 findings of facts that must be voted on individually before the COA can be approved. She stated that the COA rulings are final after the Commission approves or denies them and would have to go to Court for an appeal. Mrs. Setliff said that since the Commission would be the final approval, that the Standards would need to be stricter to give facts. Mrs. Setliff said that the meetings will now be held in the Council Chambers moving forward due to the quasi-judicial format, and that a mock meeting will be done when all Commission members were present.

**ADJOURNMENT**

There being no further business a motion was made to adjourn the meeting at 7:20 pm.

Motion: Anne Marie Simmons  
Second: Norma Craddock  
Vote: Unanimous

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**Briana L. Perkins**  
**Community Development Planner I**

MINUTES APPROVED

5/25/21



**MINUTES OF THE  
REIDSVILLE HUMAN RELATIONS COMMISSION  
MEETING ON TUESDAY, APRIL 27, 2021  
(VIA TELECONFERENCE CALL)  
REIDSVILLE CITY HALL  
1<sup>st</sup>-FLOOR CONFERENCE ROOM**

**COMMISSION MEMBERS PRESENT:** Cathy Badgett, Chair (in person)  
Dick Frohock (via call)  
Richard Ratliff (via call)  
Maricarmen Garduño (via call)  
Wanda Harley (via call)  
Dawn Charaba (via call)  
Lori Thorn (via call)  
William Roach (via call)  
Ivan Tarpley (via call)

**COMMISSION MEMBERS ABSENT:** Kaylee Hensley

**CITY STAFF PRESENT:** Cindy Farris (in person)

**VISITORS:** None

**CALL TO ORDER**

Cathy Badgett called the meeting to order at 6:38 p.m.

**INVOCATION**

Wanda Harley offered the invocation.

**ROLL CALL**

Cindy Farris called the roll.

**READING OF THE MISSION STATEMENT**

Cathy Badgett read the Mission Statement.

**APPROVAL OF FEBRUARY 23, 2021 MINUTES**

Dick Frohock made the motion to approve the February 23, 2021 minutes and Richard Ratliff seconded the motion, with the minutes being unanimously approved.

5/25/21  
(CE)**WELCOME TO NEW HRC MEMBERS**

Badgett introduced and welcomed new members Dawn Charaba and William Roach to the Commission and asked everyone to introduce themselves. She also reintroduced new member Lori Thorn, who was present virtually at the March meeting that was called due to lack of quorum. Each member present on the teleconference introduced themselves and shared a few interesting facts.

**REPORTS****CURRENT EVENTS AND ANNOUNCEMENTS**

Badgett remarked that the past few weeks have been traumatic for the families, cities and people at large regarding shootings of African Americans and asked members of the Commission to take a moment of silence for the victims of the recent shootings in Georgia, Colorado, Minnesota, Virginia and North Carolina. She said the shooting of Andrew Brown has sparked the FBI's Charlotte office to open a federal civil rights investigation into his death. A moment of silence was observed.

**COVID-19 Update**

Badgett gave a COVID-19 update and reported that City facilities re-opened on Monday, April 26, 2021, with the exception of the Teen Center. She commented that Rockingham County is now in Phase 5, and vaccinations are available at Walgreens and Rockingham Community College, with appointments open and made available through the SlowCOVIDNC app or going to the County Health and Human Services website. She gave the following Rockingham County stats: Total confirmed cases - 7,407; Number of deaths - 115; number of positive new cases - 12; Number of hospitalizations - 49; Percent positive - 5.1%; and number of vaccines given - 47,258. Dick Frohock shared COVID information related directly to Reidsville's numbers. Badgett shared the current mask update: if vaccinated, you can be outside in small groups without a mask, but it is still suggested to wear a mask indoors when around others.

**Rabies Reported in Rockingham County**

Badgett reported that a rabid fox had been captured in the Madison/Mayodan area of Rockingham County and suggested members, if outside, be aware of their surroundings and on the lookout for potential danger.

**City of Reidsville Administrative Changes**

Badgett said new City Manager Summer Woodard has been hired and would be starting soon. She also mentioned that Police Chief Robert Hassell has taken the Police Chief position in Rocky Mount, North Carolina and, until a new Police Chief is hired, Major Ronnie Ellison will serve as Interim Police Chief. Wanda Harley said everyone in the community knows Chief Hassell and will hate to see him go. She said he would be missed but that everyone wishes him the best.



8/25/21

CE

### **State HRC Training**

Badgett reported there had recently been a state training session held by the North Carolina National Association of Human Rights Workers (NC-NAHRW), on March 18, 2021, entitled *The Role of Local Human Relations Commissions*. She stated Gene Troy, Program Manager for the North Carolina Human Relations Commission (NCHRC), was the presenter and that local HRC member Maricarmen Garduño had attended this meeting. Garduño mentioned that they may be asked to host one of the State HRC meetings in the future. Badgett asked if it would be an in-person meeting or virtual? Garduño said she would need to speak to Gene Troy at greater length and would report back with the details.

### **Understanding Racial Equity: A Groundwater Approach Virtual Seminar**

Badgett stated that several members of the Commission had participated in the recent Reidsville Area Foundation-sponsored seminar, including Katie Smith, Maricarmen Garduño, Lori Thorn, Richard Ratliff and Kaylee Hensley. She asked Dawn Charaba to offer some insight into the information that was shared. Charaba said the event had been well attended with 82 participants and may be offered again at a later date. She gave a brief synopsis of the information and concerns shared in the seminar.

### **NEW BUSINESS**

#### **Shredding Event**

Badgett announced the Reidsville Appearance Commission is sponsoring a "SHRED IT" event planned for Saturday, May 1, 2021 from 9 a.m. until 12 p.m. in the parking lot behind City Hall. She advised those who would like to take advantage of the free event to enter the parking lot from North Main Street.

#### **City Litter Pick-Up Event**

Badgett also reported that the Reidsville Appearance Commission, in conjunction with the City of Reidsville, is hosting a community litter pick-up throughout the months of April and May. Participants will have the opportunity to be included in a drawing to win a \$50 gift card.

### **OLD BUSINESS**

#### **MLK Breakfast**

Members of the Commission discussed the numerous challenges that took place in 2020. Badgett asked for an update on the MLK breakfast. Harley said even with all of the challenges, the breakfast had been a success. Frohock commented they are wrapping up the financials, and it looks like they raised more for the scholarships, even with it being a virtual event. He shared a brief history of the breakfast for the new members and explained that the three organizations involved, the Human Relations Commission, the NAACP and the Reidsville Chamber of Commerce, take turns planning and hosting the event with the HRC taking the lead this past year. He said the NAACP would be hosting the event in 2022.

Frohock shared information from the current financials and said there is only \$350 outstanding that needs to be collected. He said this year's scholarship check had already been presented to RCC.

### **CommUNITY Pride Day**

Badgett reiterated that the purpose of this event is to engage and promote interaction among the citizens of Reidsville and the community. She said they had planned the event for 2020 and had to cancel it because of COVID-19 and that this year, they wanted to proceed with the event, but it would have to have some restrictions. Badgett said she is open for ideas on how to promote cultural respect through what might have to be a virtual event. She said she would like for the members to be prepared to share their ideas by the May meeting.

### **2021-2022 Human Relations Commission Budget**

Frohock reported that last year Councilman Willie Hairston had spoken to the City Manager about rolling over the proposed monies that were designated for the CommUNITY Pride event. He asked how they planned on using those funds. Badgett said they will have to make a decision if the event will be virtual or in-person. She stated they will have to revise and devise a plan to make it a reality by next month.

Frohock said with the help of the NAACP and Roy Sawyers, the virtual MLK Breakfast had been a success and that Jeff Crisp and Roy Sawyers had agreed to help with this event also. He stressed that Sawyers had done an exceptional job with the editing, normally charging \$300 but had only charged them \$100. He said they had paid him \$250 because of the quality of the job and that it was worth every penny.

Lori Thorn asked what the concept of the CommUNITY Pride event would involve? Badgett said the City promotes "TEAM REIDSVILLE" and that they want the event to promote unity, advocacy, and education. She stressed that there are numerous ethnic groups locally in the City and in the County, and they want to reach out, opening it to all of them and to promote discussion.

Frohock said the HRC City Ordinance requires the Commission to hold three events a year and that currently these three consist of the MLK Breakfast, the Chamber sponsored Business Expo and the CommUNITY Pride event. He said they need to move forward with the event even if it has to be a virtual event and maybe they could still use Market Square for the location. Badgett said if it is a virtual event they could use numerous sites, like the schools, the hospital, or a park. Charaba said it would be neat to capture the people being united through their work in the community. Ratliff said they just need to try to pull it all together, and everyone to take part. Badgett asked members to continue to brainstorm and come to the May meeting prepared to make some decisions.

### **Closing Comments**

Badgett congratulated Wanda Harley on her recent ordination at church. She invited those present to support the Reidsville Rams Friday at 7 pm as they go to the regionals here in Reidsville at the high school stadium. She also mentioned there is a new thrift

store in downtown and a new barber school. She said they would address the election of a vice-chair at next month's meeting.

Garduño reminded members that they may be asked to host one of the State HRC meetings, virtual or in-person, and that she would contact Gene Troy and have more information to share at next month's meeting also.

**The motion to adjourn was made by Maricarmen Garduño with a second from Dick Frohock and unanimously approved at 7:52 p.m.**

Submitted by:

  
Cindy Farris, Deputy City Clerk

MINUTES APPROVED  
9/25/21