

EDEN CITY COUNCIL
REGULAR MEETING AGENDA
March 16, 2021
6:00 p.m.

1. Meeting called to order by: Neville Hall, Mayor
2. Invocation: Pastor Chris Burns, Draper Pentecostal Holiness Church
3. Pledge of Allegiance: Led by Todd Harden, Interim Fire Chief
4. Proclamations & Presentations:
 - a. Presentation: Rock-ATOP Apprenticeship Program.
Lydia Craddock, Career Counselor, Rockingham County Schools
5. Roll Call
6. Set Meeting Agenda
7. Public Hearings
 - a. (1) Consideration of a zoning map amendment request and adoption of an ordinance to rezone 804 N. Van Buren Road from Residential-12 to Neighborhood Mixed Use. Submitted by the Planning Board, Zoning Case Z-21-01.
Kelly Stultz, Director of Planning & Inspections

(2) Pursuant to NCGS 166A-19.24(e), consideration of a resolution adopting a statement of consistency regarding the proposed map amendment request to rezone 804 N. Van Buren Road from Residential-12 to Neighborhood Mixed Use.
Kelly Stultz, Director of Planning & Inspections
8. Requests and Petitions of Citizens
9. Unfinished Business:
 - a. Consideration to adopt an ordinance for the demolition of a structure at 617 Spring St. under the City's Human Habitation Ordinance.
Kelly Stultz, Director of Planning & Inspections
 - b. Consideration of Boards and Commissions appointments.
Kelly Stultz, Director of Planning & Inspections
10. New Business
 - a. Consideration of an affirmative maintenance community development program.
Kelly Stultz, Director of Planning & Inspections
 - b. Consideration to proceed with accepting ASADRA and SRF funding awards for the Junction Pump Station rehab and Smith Siphon EPA projects.
Terry Shelton, Director of Public Utilities
11. Reports from Staff:
 - a. City Manager's Report. **Jon Mendenhall, City Manager**
12. Consent Agenda:
 - a. Approval and adoption of the (1) January 20, 2021 Budget Retreat and (2) February 16, 2021 Regular Meeting minutes. **Deanna Hunt, City Clerk**

- b. Approval to award the FY 2020-21 Street Resurfacing Contract, No. 2.
Tammy Amos, Director of Transportation Engineering
 - c. Approval to amend the official traffic map to create a no left turn on Highland Drive at Leaksville-Spray Elementary School.
Clint Simpson, Police Chief/Assistant City Manager of Public Safety
 - d. Approval of Budget Amendment #8. **Tammie McMichael, Director of Finance & Personnel**
 - e. Approval of a Request for Qualifications for water treatment and wastewater treatment plants' engineering. **Terry Shelton, Director of Public Utilities**
 - f. Approval to award the FY 2020-21 Auditing Contract to Rouse, Rouse, Rouse & Gardner, LLP. **Tammie McMichael, Director of Finance & Personnel**
 - g. Approval to award installment financing to BB&T for police vehicles, a dump truck and financial software. **Tammie McMichael, Director of Finance & Personnel**
 - h. Approval to amend the Employee Rights Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act Policy.
Tammie McMichael, Director of Finance & Personnel
 - i. Approval to declare items surplus: wastewater pumps and mag meter.
Melinda Ward, Superintendent of Wastewater Treatment Plant
 - j. Approval of a comprehensive plan Request for Qualifications recommendation.
Kelly Stultz, Director of Planning & Inspections
 - k. Approval to adopt revised Economic Development Policy ED-1 for water connection fee waivers. **Mike Dougherty, Director of Economic Development**
 - l. Approval to adopt Economic Development Policy ED-2 for permit fee waiving in municipal service districts. **Mike Dougherty, Director of Economic Development**
 - m. Approval for Strategic Planning Commission funding for the Spray Mural Project.
Cindy Adams, Coordinator of Tourism & Special Events/Projects
 - n. Approval to purchase two fire apparatuses to replace aged and irreparable surplus Ladder 1 and Engine 6. **Todd Harden, Interim Fire Chief**
 - o. Approval to amend the Council Review of Manager, Attorney and Clerk Policies (Council-2). **Erin Gilley, City Attorney**
 - p. Approval for Facilities and Grounds to purchase a zero-turn mower.
Terry Vernon, Interim Parks & Recreation Director
- 13. Announcements
 - 14. Closed Session
 - a. Closed Session pursuant to NCGS 143-318.11(a)(6) personnel.
 - 15. Adjournment



Economic Development Department

February 11, 2021

To: The Honorable Mayor and Eden City Council

Thru: Jon Mendenhall, Eden City Manager

From: Mike Dougherty, Director of Economic Development

Re: Rock-A-Top Presentation

Time is requested at the beginning of the March 16, 2021 Eden City Council meeting for Rockingham County School Career Counselor Lydia Craddock to present the Rock-A-Top Apprenticeship program.

The presentation should not take more than fifteen minutes at the most. Please let me know if you have any questions about this request.



Planning and Inspections Department

P. O. Box 70, 308 E Stadium Drive, Eden NC 27289-0070/Telephone 336-623-2110/Fax 336-623-4057

MEMO

To: Honorable Mayor and City Council
Thru: Jon Mendenhall, City Manager
From: Kelly K. Stultz, AICP, Director *KKS*
Subject: **Zoning Case Z-21-01 – 804 N. Van Buren Road**
Date: March 4, 2021

The City has received a zoning map amendment request initiated by the Planning Board for property located at 804 N. Van Buren Road. The request is to rezone the property from Residential-12 to Neighborhood Mixed Use.

The Planning and Inspections Department recommends approval of the map amendment request. At a regular meeting in January, the Planning Board voted to recommend that the City Council approve this request.


CERTIFICATE SHOWING THAT NOTICES WERE MAILED TO THE OWNER(S) OF PROPERTY SUBJECT TO REZONING AND TO OWNER(S) OF ALL PARCELS OF LAND ABUTTING SUBJECT PROPERTY AND/OR WITHIN 100 FEET OF SUBJECT PROPERTY.

RE: ZONING CASE Z-21-01
804 N. Van Buren Road

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF EDEN:

I, Kelly K. Stultz, Planning & Inspections Director of the City of Eden North Carolina, do hereby certify that notices of the proposed zoning map amendment initiated by the Planning Board to rezone 804 N. Van Buren Road from Residential-12 to Neighborhood Mixed Use were mailed first-class mail to the owners of the property in the proposed rezoning and all property owners adjacent to or within 100 feet of the subject area on the 4th day March, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand this the 4th day of March, 2021.



Kelly K. Stultz, AICP
Planning and Inspections Director

**PLANNING AND INSPECTIONS DEPARTMENT
ZONING CASE REPORT
January 14, 2021**

CASE NUMBER:	Z-21-01
EXISTING ZONING DISTRICT:	R12
REQUESTED ZONING DISTRICT:	NMX
APPLICANT:	Planning Board

PROPERTY INFORMATION

LOCATION:	804 N. Van Buren Rd.
PIN:	7070-0899-0656
SIZE:	.34 acres
ACCESS:	Van Buren Rd. and Virginia St.
LAND USE:	Former commercial (currently vacant)
PHYSICAL CHARACTERISTICS:	Narrow parcel containing two vacant buildings
ZONING HISTORY:	Formerly zoned BG; rezoned to R12 in 2020

AREA INFORMATION

CHARACTERISTICS:	Bordered on the north by vacant R12 property; bordered on the south by a parcel of NMX commercial property and NCDOT right-of-way (Aiken Rd.); bordered on the west by NC Hwy.14; bordered on the east (across Virginia St.) by NMX commercial property.		
ADJACENT ZONING:	North:	R12	
	South:	ROW	
	East:	NMX	
	West:	ROW	

PLANNING AND DEVELOPMENT INFORMATION

STREET IMPROVEMENTS:	Yes
PUBLIC WATER AVAILABLE:	Yes
PUBLIC SEWER AVAILABLE:	Yes

LAND DEVELOPMENT PLAN (2007): Traditional Neighborhood

FLOOD HAZARD AREA: None

WATER SUPPLY WATERSHED: WS-IV

STAFF ANALYSIS

The request is to rezone approximately .34 acres from R12 (Residential 12) to NMX (Neighborhood Mixed Use). The R12 residential district is established for residential developments and related recreational, religious and educational facilities. They are intended to act as transitional zoning districts between rural development and the more urban development of the City. These regulations are further intended to discourage any use which would be detrimental to the predominantly residential nature of the areas included within the district. The NMX district is intended to provide pedestrian-scaled, higher density residential housing and opportunities for limited scaled commercial and office activities. Development in this district should encourage pedestrian activity through construction of mixed-use buildings and connections to adjacent neighborhoods. Buildings in this district are typically smaller in scale and detached.

The subject parcel is situated at the conjunction of NC Hwy. 14 (Van Buren Rd.), Aiken Road and Virginia Street. The property was previously zoned BG (Business General) and until recently contained a commercial retail business. It was rezoned as part of the Unified Development Ordinance (UDO) in 2020. Due to the parcel's location at the intersection of three major roads, and due to the surrounding commercial uses (zoned NMX), this property should also be zoned NMX, as it is not suitable for a residential use. Therefore, staff recommends rezoning the property NMX to conform to the similar uses around it.

Based upon the character of the area and the other commercial uses in the area, staff recommends approval of the request.

STAFF RECOMMENDATION:

Approval of the NMX request.



ZONING CASE

Z-21-01

AERIAL MAP



804 N. Van Buren Road

**Zoned:
Residential-12**

**Request:
Neighborhood Mixed Use**

ZONING CASE

Z-21-01

ZONING MAP



804 N. Van Buren Road

**Zoned:
Residential-12**

**Request:
Neighborhood Mixed Use**



Subject Property

AN ORDINANCE AMENDING THE ZONING
ORDINANCE OF THE CITY OF EDEN

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that, after having fully complied with all legal requirements, including publication of notice of a public hearing and the holding of a public hearing relative thereto, the Eden Unified Development Ordinance of the City of Eden is hereby amended as follows:

Section 1 - Change from Residential-12 to Neighborhood Mixed Use the following tract:

BEGINNING at a point, said point being located at the intersection of the northern edge of the right-of-way of Aiken Road (formerly Aiken Summit Road) and the eastern edge of the right-of-way of N.C. Highway No. 14; thence with the eastern edge of the right-of-way of N.C. Highway No. 14, North 15° 45' 43" West 194.54 feet to a point in the eastern edge of the right-of-way of N.C. Highway No. 14; thence continuing with the eastern edge of the right-of-way of Highway No. 14, North 15° 56' 07" West 87.17 feet to a railroad spike located in the eastern edge of the right-of-way of N.C. Highway No. 14; thence continuing with the eastern edge of the right-of-way of N.C. Highway No. 14, North 18° 24' 12" West 163.36 feet to an existing iron stake in the eastern edge of the right-of-way of N.C. Highway No. 14; thence South 25° 35' 55" East (passing to and through an existing iron stake at 168.92 feet) 346.32 feet to a point; thence North 70° 25' 21" East 12.50 feet to a drill hole located in the western edge of the right-of-way of Virginia Avenue; thence continuing with the western edge of the right-of-way of Virginia Avenue, South 19° 36' 40" East, 50 feet to a railroad spike located in the western edge of the right-of-way of Virginia Avenue; thence South 70° 25' 21" West 55.20 feet to an existing iron stake; thence South 19° 36' 40" East 50.00 feet to a nail; thence with the northern edge of the right-of-way of Aiken Road, South 70° 32' 30" West 15.53 feet to a point at the intersection of the northern edge of the right-of-way of Aiken Road and the eastern edge of the right-of-way of N.C. Highway No. 14, THE POINT AND PLACE OF BEGINNING, as shown on map entitled "Survey Plat for Herbert G. Hopper and W. H. McBride", dated April 20, 1984. Deed Reference: Book 958, page 712.

The property being rezoned is commonly known as 804 N. Van Buren Road and identified by the Rockingham County Tax Dept. as PIN 7070-08-99-0656 and Parcel Number 104913.

Section 2 - The Official Zoning Map of the City of Eden is hereby amended to conform with this Ordinance.

APPROVED, ADOPTED AND EFFECTIVE, this 16th day of March, 2021.

CITY OF EDEN

BY: _____
Neville A. Hall, Mayor

ATTEST:

Deanna Hunt, CMC
City Clerk

A RESOLUTION ADOPTING A
STATEMENT OF CONSISTENCY REGARDING
A PROPOSED AMENDMENT TO THE
CITY OF EDEN ZONING ORDINANCE
CASE NUMBER Z-21-01
MAP AMENDMENT

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

WHEREAS, on August 21, 2007, the Eden City Council adopted the Land Development Plan. Plans such as the City of Eden Land Development Plan are not designed to be static but are meant to reflect the City of Eden's needs, plans for future development and to remain in compliance with North Carolina State Law and the City of Eden's ordinances;

WHEREAS, the City of Eden Planning Board initiated an action to rezone property at 804 N. Van Buren Rd. from Residential-12 to Neighborhood Mixed Use;

WHEREAS, On January 26, 2021, the City of Eden Planning Board voted to recommend to the Eden City Council that the rezoning request be approved.

STATEMENT OF NEED:

The subject property was previously zoned BG and was rezoned to R12 in 2020 as part of the Unified Development Ordinance (UDO). The Land Development Plan indicates that the highest and best use of this property is Traditional Neighborhood. The NMX district is intended to provide pedestrian-scaled, higher density residential housing and opportunities for limited scaled commercial and office activities. The principal uses of land in the area are for commercial uses; therefore the zoning change to NMX is in keeping with the plan.

STATEMENT OF CONSISTENCY:

The goals of the 2007 City of Eden Land Development Plan, as amended, are to make smart growth decisions by carefully managing growth to:

- A. Strategically locate new land development in the most appropriate places.
- B. Maintain and enhance Eden's community character and heritage.
- C. Use infrastructure investments as effectively as possible.
- D. Attract new jobs and a more diverse tax base.

E. Protect natural, cultural and historic resources and open space as we grow.

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

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

1. The Eden City Council finds that the proposed amendment to the City of Eden Unified Development Ordinance is consistent with the goals and recommendations of the 2007 City of Eden Land Development Plan, as amended.
2. At no time are land use regulations or plans of the City of Eden or any jurisdiction in the State of North Carolina permitted to be in violation of the North Carolina General Statutes.
3. Therefore, based upon the foregoing information, the amendment to the Zoning Ordinance is reasonable and in the public's best interest.

Approved and adopted and effective this 16th day of March, 2021.

CITY OF EDEN

BY: _____
Neville Hall, Mayor

ATTEST:

Deanna Hunt, City Clerk



Planning and Inspections Department

P. O. Box 70, 308 E Stadium Drive, Eden NC 27289-0070/Telephone 336-623-2110/Fax 336-623-4057

MEMO

To: Honorable Mayor and City Council
Thru: Jon Mendenhall, City Manager
From: Kelly K. Stultz, AICP, Director
Subject: **Human Habitation Standards Action/617 Spring Street**
Date: March 5, 2021

The City Council was asked to consider the demolition of the house at 617 Spring Street at their regular meeting on September 15, 2020. Robert Roscoe Hodge, II, a representative for one of the property owners, Tina Lynn Server, appeared before the Council and asked for an extension to make the necessary repairs.

Council tabled the action for 60 days to allow the property owners time to start making repairs. At the November meeting, Bob provided an update and pictures indicating that most of the debris inside the house had been removed but no repairs had been made.

This item has not been on the agenda for the last few months because of the remote meetings and the owners' inability to appear before the City Council on this matter.

Attached is a screenshot of the BluePrince permits issued for this property. LC is an abbreviation for Local Codes. We have received complaints about high grass, junk cars, trash and junk in the yard and on the porch as well as house complaints since 2001.

An inspection was made of the property today. Attached are pictures that were taken during that inspection. The inspectors were not able to go inside the house but it does not appear that any repairs have been made.

We have mailed the property owners letters dated December 7, 2020, and January 7, 2021, advising them that the consideration of the demolition of this house would be on the City Council agenda as soon we were able to have live meetings. Letters were mailed to the property owners on March 4, 2021, giving them notice that this would be on the Council Agenda for the March 16, 2021, meeting.

We are seeking your recommendation for moving forward. If the property is to be demolished, the lowest bid currently received is \$4,700 from Kenny Frith.

If you have any questions or need information, please let me know.

Building Inspections

Today is Wednesday 3 / 3 / 2021

[Enter Requests](#) |
 [Assign / Schedule / Route Inspections](#) |
 [Enter Results](#) |
 [Print Results](#)

Find: **Permit**

Search

Permits: Project Details Permit Details
 Number of Rows Returned: 10

PermitNu	PermitType	PermitStatus	ProjectName	ContractorName	Address	Location	PIN	GisId	Subdivision / Lot
0100762	LC	Issued	0100762	Planning (, ,)	617 Spring St	Eden	707015548355		
0100795	LC	Issued	0100795	Planning (, ,)	617 Spring St	Eden	707015548355		
0201892	LC	Issued	0201892	Planning (, ,)	617 Spring St	Eden	707015548355		
0201921	LC	Issued	0201921	Planning (, ,)	617 Spring St	Eden	707015548355		
09000323	LC	Expired	09000323	Planning (, ,)	617 Spring St	Eden	707015548355		
11001323	LC	Expired	617SpringSt-110916-1	Planning (, ,)	617 Spring St	Eden	707015548355		
13001153	LC	Expired	617SpringSt-130912-1	Planning (, ,)	617 Spring St	Eden	707015548355		
16001020	LC	Expired	Spring	Planning (, ,)	617 Spring St	Eden	707015548355		
19000567	LC	Issued	Spring	Planning (, ,)	617 Spring St	Eden	707015548355		
20001314	Res-Bldg	Issued	617SpringSt-201020-1	homeowner (Homeowner, , ,)	617 Spring St	Eden	707015548355		

Inspections on 19000567

Click P to enable Print Mode.
 Number of Rows Returned: 10

S = Sequence, F = Final, R = Reinspection

S	InspType	R	F	Status	Req Date	Insp Date	Insp Id	Insp Dist
0	BV			NC	4/30/2019	5/1/2019	Josh	
0	BV	Y		NC	4/23/2020	4/30/2020	Josh	
0	BV	Y		NC	10/19/2020	10/20/2020	Robert	
0	BV	Y		Sched	3/3/2021		Robert	
0	HW			NC	4/30/2019	5/1/2019	Josh	
0	HW	Y		NC	5/20/2019	5/20/2019	Josh	
0	HW	Y						
0	MISC			NC	11/24/2020	11/24/2020	Robert	
0	MISC	Y		NC	12/16/2020	12/16/2020	Robert	
0	MISC	Y		Pass	12/18/2020	12/21/2020	Robert	











Planning and Inspections Department

P. O. Box 70, 308 E Stadium Drive, Eden NC 27289/Telephone 336-623-2110/Fax 336-623-4057

March 4, 2021

Ms. Tina Lynn Church
216 N. Oakland Ave, Apt B6
Eden, NC 27288

Re: 617 Spring Street, Eden, NC

Dear Ms. Church:

The Eden City Council will resume live meetings this month at their regular scheduled meeting on March 16, 2021. Consideration of the demolition of the house at 617 Spring Street will be an item of Old Business on the City Council agenda.

At their September 15, 2020, meeting, the City Council gave the property owners 60 days to make significant progress on the repairs with a request that repairs start and permits be obtained within 30 days. A permit was issued the day of the October 2020 City Council meeting and a status report was provided at the November 2020 City Council meeting. As of today, we have not made any inspections and there doesn't appear to have been any repairs made to the house.

If you have any questions, please contact the Planning and Inspections Department at 336-623-2110 option 2.

Sincerely,

Kelly K. Stultz, AICP, Director

KKS/dmm

Cc: City Manager
City Council

Prepared by and Return to:
Erin B. Gilley

AN ORDINANCE AND ORDER
FOR THE DEMOLITION OF
PROPERTY AT 617 SPRING STREET,
EDEN, NORTH CAROLINA

THIS ORDINANCE is issued pursuant to the provisions of North Carolina General Statutes §160A-443 and Chapter 4, Article IV of the Eden City Code.

WHEREAS, on the 30th day of April, 2019, the Director of the Planning and Inspections Department examined the dwelling owned by Tina Lynn Church, Timothy Hodges, Iris Lee Jones Thompson and Otis Lee Jones, Jr. at 617 Spring Street, Eden, North Carolina and found it to be unfit for human habitation, that said property is more particularly described as follows:

Beginning at an iron on the N. edge of Spring St. said iron being with the N. edge of Spring St. N. 82 deg. 50 min. W. 90 ft. and continuing S. 85 deg. 42 min. W. 62.34 ft. and continuing N. 79 deg. 08 min. W. 150.83 ft., a total distance with the N. edge of Spring St. of 303.17 ft. from the N. W. corner of the intersection of Spring St. by Park Road; thence N. 10 deg. 52 min. E. 138.7 ft. to an iron; thence N. 65 deg. 01 min. W. 168.17 ft. to an iron; thence S. 33 deg. 16 min. W. 168.4 ft. to an iron in the N. edge of Spring St.; thence with the N. edge of Spring St. S. 71 deg. 47 min. E. 187.67 ft. to an iron and continuing S. 79 deg. 08 min. E. 41.2 ft. to the point of beginning and containing 30,675 sq. ft. more or less. Same being two unnumbered lots, Section 11, Primitive Heights, as per map by W. B. Trogdon, March, 1921, revised 9-8-28 and supplemental survey by W. T. Combs, 1947.

The above described property being more commonly known as 617 Spring Street, Eden, North Carolina, and being further identified by the Rockingham County Tax Dept. as PIN 7070-15-54-8355-00.

WHEREAS, on the 1st day of May, 2019, the Director caused to be issued a Complaint and Notice of Hearing for the 29th day of May, 2019, which was served on the property owners by first class mail and certified mail, return receipt requested; Tina Lynn Church signed for her certified mail on May 3, 2019; Timothy Hodges signed for his certified mail on May 1, 2019; Otis Lee Jones, Jr. signed for his certified mail on May 3, 2019; and the certified mail addressed to Iris Jones Thompson was returned by the U. S. Postal Service marked "Unclaimed;" the Complaint and Notice of Hearing was posted on the subject property on the 3rd day of May, 2019; and

WHEREAS, the hearing was held on the 29th day of May, 2019, and the Director subsequently issued an Order to repair, alter, improve or vacate and demolish the dwelling located on the property; and

WHEREAS, a copy of the Order was served on the property owners by posting a copy on the subject property on the 20th day of June, 2019, and by first class mail and certified mail, return receipt requested; that Otis Lee Jones, Jr. signed for his certified mail on June 21, 2019; that Iris Jones Thompson signed for her certified mail on July 5, 2019; and the certified mail addressed to Tina Lynn Church and Timothy Hodges was returned by the U. S. Postal Service marked "Unclaimed;" and

WHEREAS, the Director caused a Notice of Lis Pendens to be filed in the Office of the Clerk of Superior Court for Rockingham County, North Carolina, on the 3rd day of July, 2019; and

WHEREAS, the property owners did not appeal the Order and, pursuant to Chapter 4, Section 4-89(b) of the Eden City Code, a copy of the order has been mailed to any organization involved in providing or restoring dwellings for affordable housing that has filed a written request for such notice; and

WHEREAS, the Owners have had a reasonable opportunity to bring the property into conformity with Chapter 4, Article IV of the Eden City Code and they have failed to take any action to comply with the Director's Order.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Eden that the Director is hereby ordered to proceed to effectuate the purpose of the Human Habitation Standards set out in Article IV of Chapter 4 of the Eden City Code with respect to the property described above by demolishing the structures located thereon.

IT IS FURTHER ORDERED that a certified copy of this Ordinance and Order shall be recorded in the Office of the Register of Deeds of Rockingham County, North Carolina, and indexed in the names of Peggy Jean Hodges Church, Tina Lynn Church, Timothy Hodges, Iris Jones Thompson and Otis Lee Jones, Jr. in the Grantor and Grantee index.

IT IS FURTHER ORDERED that the amount of the cost of demolishing the dwelling by the Director shall be a lien against the real property upon which the cost was incurred, said lien shall be filed, have the same priority, and be collected as the lien for special assessment provided by North Carolina General Statutes Chapter 160A, Article 10.

APPROVED, ADOPTED AND EFFECTIVE, this 16th day of March, 2021.

CITY OF EDEN

BY: _____
Neville A. Hall, Mayor

ATTEST:

Deanna Hunt, CMC
City Clerk



Planning and Inspections Department

308 East Stadium Drive, Eden, North Carolina 27288 Phone: (336) 623-2110 Fax: (336) 623-4057

MEMO

To: Honorable Mayor and City Council
Thru: Jon Mendenhall, City Manager
From: Kelly K. Stultz
Subject: **2021 Boards and Commissions Appointments**
Date: March 4, 2021

The following positions remain to be filled on the City boards and commissions. Members whose terms have expired must be either reappointed or replaced.

When making appointments, please consider whether these persons have the time, interest, or the ability (for whatever reason) to attend regular meetings and participate in the activities of the board or commission, as we have had difficulty in the past with some members missing meetings. We cannot expect these boards and commissions to be effective if members cannot attend meetings and participate in the activities required of them.

If you have questions, please do not hesitate to call.

Councilman Nooe (Ward 2)

Tree Board (James Ivie, term expired)

Parks, Recreation, Open Space and Greenway Commission

The following appointments are needed:

Councilman Moore (Ward 1) – A member for a three-year term.

Councilman Nooe (Ward 2) – A member for a two-year term.

Councilman Epps (Ward 4) – A member for a three-year term.

City Manager – A member for a two-year term.

City Manager – A member for a one-year term.



Planning and Inspections Department

P. O. Box 70, 308 E Stadium Drive, Eden NC 27289-0070/Telephone 336-623-2110/Fax 336-623-4057

MEMO

TO: Honorable Mayor and City Council
THRU: Jon Mendenhall, City Manager
FROM: Kelly K. Stultz, AICP, Director
SUBJECT: **Community Development**
DATE: March 3, 2020

Community development in the 21st century is a comprehensive program that includes stopping the tide of residents that live in substandard housing, seeking grant funds from any resource available to the City for any type of project, restoring community pride, taking steps to provide quality and variety in housing types, encouraging small businesses to thrive, improving community appearance, providing recreational opportunities for our citizens, seeking industry to come to Eden, providing the necessary infrastructure and preserving both our historic resources and Eden's environment.

The following is a list of the tools available to the City of Eden to protect the structural integrity, appearance and quality of life for our community. Most of these tools are ones we already use and some are suggestions as we move forward:

1. **Grants to Assist Homeowner's With Repairs**

Currently, the City of Eden has a Neighborhood Revitalization Community Development Block Grant that will offer homeowners in the Draper Mill Village an opportunity to have their homes repaired so that they meet the standards of our Minimum Housing Code. This is in the amount of \$750,000. This grant also has an infrastructure component.

2. **Urgent Repair Grant**

On behalf of the City of Eden, our department has applied for funding to provide urgent repairs for individual low and moderate income homeowners.

3. **Other Grants**

Eden is receiving \$900,000 in Covid CDBG funds to pay for utilities, rents and mortgage payments for those impacted by Covid 19.

Eden has been fortunate over the years to have received CDBG funds for infrastructure specifically our water and sewer projects.

4. **Multi-Family Development**

The multi-family projects that the City has encouraged over these last years have been a part of our community development program because they provide quality housing choices for those of low and moderate income and those seeking an alternative to single family detached housing. The best side effect of these new apartments is that now landlords must put more effort into their rental units because people have other choices within their income limits.

5. **Pedestrian Planning and Projects**

We are currently in the process of updating our pedestrian plan. This came about with a partnership with NCDOT. It will be designed to encompass all types of pedestrian travel including connections with our trails and greenways.

The City of Eden is partnering with NCDOT on a project for a sidewalk that will be built on the north side of Stadium Drive from Pierce Street to Edgewood Road. This project is on an 80/20 match with the State. This project will cost nearly a half million dollars before it is completed. The City of Eden is paying 20% and NCDOT 80%. It will connect existing sidewalks and three schools to Freedom Park and beyond.

6. **Economic Development Program**

A proactive economic development program is vital to Eden. The efforts that have been made have created a successful rebirth of Uptown Leaksville, helped to retain existing businesses and sought out new commercial and industrial development. It goes without saying that these efforts need to continue. Mike Dougherty and Randy Hunt deserve a great deal of credit for our successes.

7. **Unified Development Ordinance**

The recently adopted Unified Development ordinance is, in its whole, a community development tool. Appropriate regulations of the use of land within a community are crucial determinants of the form of cities, their spatial patterns of physical development and occupancy, the housing and transport costs of residents, and their economic well-being.

The UDO contains the Minimum Housing Ordinance, the Non-Residential Maintenance Ordinance, the Nuisance Ordinance and the Junk and Abandoned Vehicle Ordinance. As to the Minimum Housing and Non-Residential sections, I **make the following recommendations:**

- In an effort to see local code enforcement as only one part of our Community Development program, I would like to re-shape it into **Affirmative Maintenance**.
- That the City of Eden makes the conscious decision to repair properties to abate violations before demolition is necessary. We are currently seeking a price for a roof in a downtown building on Fieldcrest Road. If we fix the roof and then bill the property owner, then we will save that building and the one adjacent that is suffering from water damage as a result of its neighbor's bad roof. That we repair a home that is in violation of the Minimum Housing standards and bill the owner. In both instances, the City will have saved a structure, avoided demolition and the property will have value if it is sold.
- It is possible for the City Council to assign the authority to make final decisions on affirmative maintenance/code enforcement actions to another city board or commission or to create a new one. The review board would have special training and with the authorization of the City Council could make decisions so long as the amounts for the action are within the existing budget. Either the Community Appearance Commission or the Planning Board could be assigned these duties.
- When an action brought forth reaches the level of the City Council or a board you designate, we have worked with the owner and offered time and guidance to abate violations. We offer opportunities for the owner to get time extensions before we begin abatement. Our entire program is at risk when a case is brought forward only to languish with time extensions and delays.
- We seek to abate violations using public funds only as the last piece in the puzzle. The success of the program depends upon both the necessary funding and staff to protect and enhance our built environment and the willingness to finish the process.

8. **Land Banking**

The need to re-purpose abandoned and vacant properties is common to most communities across our nation. NC does not have specific enabling legislation

for this activity; however, we do have the ability to create such a program and in a sense we have already engaged in these activities. When we are forced to demolish structures or if we repair them, we often end up owning the property. Properties can also be purchased or donated and put into the Land Bank. The lots or structures are available for sale in the State sanctioned bidding process. A Land Banking program then would create situations where properties are brought back to the active tax rolls, infill lots become available for purchase and structures could be saved. I would recommend that we set up a program and seek partnerships with other interested agencies. A non-profit could be created by the City or we could work with a private partnership. Initially, I would recommend that we consider forming one ourselves.

Attached is a list of properties that the City already owns that would be a good start for our land bank and another list of properties that could be obtained through tax foreclosure. They could become the beginning of our land bank.

9. **Potential City of Eden Single Family Rehabilitation Program**

Our department proposed to the City Council that we create a Single Family Rehabilitation Program for our residents. I have not asked for that to be included in the 2021/2022 budget but I believe it bears consideration in future years.

10. **Historic Preservation Program**

It is my opinion that the City Council should encourage our Historic Preservation Commission to become more active and create local historic districts as well as local landmarks. The NCGS allow cities to adopt a **Demolition by Neglect** ordinance that will allow us to step in before historic structures deteriorate to the point of need to be demolished. Each historic area would have its own set of design guidelines.

The adaptive re-use of property in our community is vital for preservation and economic development efforts. The Nantucket Mill is a perfect example of a public/private partnership that will save a building and see it used to help our quality affordable housing issues. The City should explore more projects to reuse the structural stock that we already have.

11. **Downtown Revitalization Program**

Based upon staffing and funds made available by the City Council over the past two decades, the City has seen a strong uptick of development and public improvements in our downtown areas. For fiscal year 2021/2022 improvements to The Boulevard are planned including sidewalk improvements, decorative lighting, urban plantings (including bump outs) and the creation of a public space.

12. **Community Appearance Program**

The Community Appearance Commission has the statutory right to review all potential public projects for the type of construction, rehabilitation, or landscape projects for both aesthetics and compatibility to the surrounding area. They are responsible for making recommendations to the City Council on such matters. They have never done this on a formal basis but, in my opinion, now is the time. I would ask that the Council make clear to staff that this be made a part of their regular practice. The Community Appearance Commission meets monthly.

13. **Comprehensive Plan**

In February, the City Council authorized the first ever comprehensive planning process in our city's history. A plan such as this will take time, require much public engagement and should reveal what our community needs and desires and guide to make those things a reality.

Our community development efforts seek a clean, well maintained community with sustainable new development and preservation of existing resources. These efforts seek quality of place, public amenities and infrastructure. Affirmative Maintenance is an important part of the process. The City of Eden should use every tool available to it to seek prosperity.

Properties Owned By The City of Eden

Property Address	Parcel No.	Tax Value (2020)
Greenwood Street 131	106074	3,310.00
Grove Street 631	105319	2,468.00
Monroe Street 429	107144	4,504.00
Morgan Road 886	108059	2,994.00
Sharpe Avenue 1001	112339	3,840.00
Lot 105, Indian Hills	133493	20,400.00
Lot 106, Indian Hills	133490	15,168.00

Potential Tax Foreclosures
or Legal Action

Celeste V. DePriest		
748 Ayden Road (Parcel 105264)		
3 Car Garage Apartment		
Tax Value \$24,705		
Adj. Vacant Property \$31,918		
Code Enforcement 2015 - 2018		1,386.82
Property Taxes 2014, 2019 & 2020		966.10
Carol Jane Carter		
709 Circle Drive (Parcel 104544)		
Vacant Lot Tax Value \$2,997		
Code Enforcement 2015 - 2019		3,609.03
Property Taxes 2017, 2019 & 2020		389.65
Had Interested Buyer		
Property Transactions, LLC		
753 Davis Street (Parcel 106336)		
House - Tax Value \$42,046		
Code Enforcement 2016 - 2020		2,244.00
Property Taxes 2017 - 2020		1,965.23
Shirley Gray Overby Estate		
1428 Delaware Ave (Parcel 111870)		
House - Tax Value \$20,652		
Code Enforcement 2018 - 2020		1,060.00
Property Taxes 2015 - 2020		2,485.00
Abandoned by Family		
Roy Carlton Powell Estate		
1319 Maryland Ave (Parcel 111723)		
House - Tax Value \$38,505		
Code Enforcement 2018 - 2020		625.00
Property Taxes 2016 - 2020		2,605.67
Abandoned by Family		
Justin Sawyer		
631 North St (Parcel 174043)		
House - Tax Value \$4,042		
Code Enforcement 2013 - 2020		1,007.00
Property Taxes 2011 - 2020		4,580.88

Potential Tax Foreclosures
or Legal Action

Porsha Stroud & Michael Hairston		
721 Patrick St (Parcel 138442)		
Vacant lot - Tax Value \$7,200		
Code Enforcement 2015 - 2020		4,990.25
Property Taxes 2019 - 2020		93.89
Shaun Kyle Mazingo & Others		
422 Price St (Parcel 136899)		
House - Tax Value \$43,690		
Code Enforcement 2017 - 2020		992.00
Property Taxes 2015 - 2020		4,995.69
Abandoned by Family		
Susan & Daniel Harris		
1218 E. Stadium Dr (Parcel 111583)		
House - Tax Value \$30,626		
Code Enforcement 2014 - 2020		3,889.14
Property Taxes 2014 - 2020		4,000.83
Abandoned by owners		
Had Interested Buyers		
Geoffrey & Walter Thacker		
1507 E. Stadium Dr (Parcel 111937)		
Vacant Lot - Tax Value \$13,920		
Code Enforcement 2012		2,830.05
Property Taxes 2014 - 2020		2,067.63
TOTAL CODE ENFORCEMENT		22,633.29
TOTAL PROPERTY TAXES		24,150.57

CITY OF EDEN – MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: TERRY SHELTON, PUBLIC UTILITIES DIRECTOR

DATE: MARCH 9, 2021

SUBJECT: 1) RECOMMENDATION FOR COUNCIL TO ACCEPT THE OFFER OF A LOAN PACKAGE FOR FINANCING THE REMAINING EPA REMEDIATION PROJECTS

2) REQUEST FOR COUNCIL TO APPROVE A RESOLUTION TO ACCEPT THESE LOANS

The North Carolina Division of Water Infrastructure has offered the City of Eden a loan package to finance the remaining two major EPA Remediation Projects. The two projects would be the Junction Pump Station's rehabilitation and the Smith River Sewer Siphon's Replacement with other rehabs of sewer line assets associated with the Siphon Structure.

The loan package offered to the city will be composed of two loans; one will be from the Clean Water State Revolving Fund (CWSRF) for \$2,116,609, and the second would come from the Additional Supplemental Appropriations for Disaster Relief Act (ASADRA) for \$5,042,373. Both of these loans would have a maximum interest rate of 0.10%. Total of these two loans is \$7,158,982. We did not score high enough with our application to receive any of the limited amounts of Principal Forgiveness available this round of funding. We did score high enough to qualify for 50% project Principal Forgiveness if there had been any available. The 50% project Principal Forgiveness did allow us to be eligible for the extremely low 0.10% maximum interest rate we would pay on these loans. The interest rates may be less than this amount if the interest rates are still low when the projects are completed.

We will be retiring debt service in the budget year 21–22 of **\$1,141,250** that was the result of loans taken out for construction projects for water and sewer over the last 20 years. The debt service released from the repayment of the current loans in 21-22 had been earmarked to pay the new debt for the EPA Remediation Projects and the SoVA Water Line to service the Mega Park. After the debt service is satisfied with the EPA Remediation Projects and the SoVA Waterline, there will still be **\$277,800** of available debt service that could be applied to these two new loans. The new debt service on these two loans will be **\$361,719** per year for 20 years. Existing debt service, if applied to the loans as described above, would leave a potential shortfall of **\$83,919** using only the existing debt service to repay all of our loans. Staff would recommend that the additional debt service be funded with the anticipated revenue from Purina for their water and sewer usage. A conservative estimate for this new revenue source is **\$238,755** a year. Staff would recommend that part of the **\$238,755** Purina Revenue, \$83,919 be earmarked to debt service in addition to the available **\$277,800** shown above to cover the retirement of the two additional loans at **\$361,719** per year that we have been awarded for the EPA projects and accept the offered loans.

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF EDEN

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

WHEREAS, the North Carolina Department of Environment and Natural Resources has offered a State Loan and Grant from the Water Infrastructure Fund in the amount of \$7,158,982 for the construction of wastewater treatment works and wastewater collection system rehabilitation (DWI Project No. CS370458-08), and

WHEREAS, the City of Eden intends to construct said project in accordance with the approved plans and specifications,

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

That City of Eden does hereby accept the State Loans offer of \$7,158,982.

That the City of Eden does hereby give assurance to the North Carolina Department of Environment and Natural Resources that all items specified in the loan and grant offer, Section II - Assurances will be adhered to.

That Jon Mendenhall, City Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

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

Adopted this the March 16, 2021, at Eden, North Carolina.

Neville Hall, Mayor

Certification:

I, Deanna Hunt, the duly appointed Clerk to the City Council of the City of Eden, North Carolina, do hereby certify that the foregoing is a true and correct copy of which was adopted by the City Council at its regular meeting held on the 16 of March, 2021.

Deanna Hunt
City Clerk



City Manager's Report March 2021

City Manager Jon Mendenhall

ADMINISTRATION

Eden Youth Council

The City is accepting applications for the 2021-22 City of Eden Youth Council through April 30. Membership is open to individuals who live in the Morehead High School Attendance Zone (MHS, college, homeschool, or private school students) and are between the ages of 14 and 20.

This experience provides our youth with:

- Service opportunities
- Development of leadership and professional skills
- Networking amongst civic leaders
- Coordinating opportunities for Eden youth
- Great experience to list on resumes and college applications

Applications are available online on the City's website.

ECONOMIC DEVELOPMENT

Commercial

Former Wachovia Bank building on Washington Street

This building, located at the corner of Washington and Hamilton Streets, has been purchased. A new retail store will be announced soon.

Dollar General—Corner of Harrington Hwy and Hwy 135

This newest Dollar General store opened in February. It will replace the store located in the former Winn Dixie Shopping Center on Hwy 770. For many years, people, understandably, have missed the grocery store in west Eden. The condition of the former Winn Dixie, low sales volume of that store when it was operating (1/3 of the weekly sales of the Meadow Greens Winn Dixie Marketplace) and a declining number of independent supermarkets have prevented this space from being backfilled with another grocer.

The new Dollar General has dairy, frozen foods, produce, bakery and grocery items. While not completely fulfilling the consumer needs for a grocery store, it does provide many essential items for those Eden residents.

Industry

Karastan Rug Mill

Karastan will close in July after more than 90 years in operation. In 2003, Karastan had employed more than 600 people, but in the ensuing years, changing consumer tastes dramatically reduced demand for traditional rugs and lowered employment. In 2015, Karastan added aviation carpet to the Eden facility with N.C. Senator Phil Berger being largely responsible for the plant remaining open and expanding. Experts claim that it took two years for the aviation industry to recover after the 9-11 terrorist attacks. The post-COVID-19 aviation industry recovery could take years. Businesses have learned to hold meetings via platforms, such as Zoom, and will certainly want to take advantage of the cost savings involved with digital communication. Therefore, expensive business aviation travel may not be considered as essential as before the pandemic. All Karastan operations will be consolidated into other Mohawk Industry plants.

The City of Eden elected officials and staff extend their condolences to the 100+ employees who will lose their jobs, but we are thankful that more than 1,200 jobs have been added in Eden and Rockingham County since mid-2019. More employment opportunities are available now than we have seen in decades and the City and County Economic Development Departments are working with Karastan management to provide information on job opportunities.

We thank the many dedicated Karastan employees who worked diligently for almost a century to manufacture the finest carpets available in the world. This Eden institution will indeed be missed.

Nestle Purina

The Plant Manufacturing Excellence Manager position remains available for the Eden plant. Visit www.nestlepurina.com to apply. More positions will be added as the plant evolves into a world-class pet manufacturing facility.

Main Street Update

The Blacksheep Quilting Boutique: Eden Chamber of Commerce March Member of the Month

The Blacksheep Quilting Boutique shop is located in the heart of Uptown Eden at 651 Washington Street. It can't be missed with its bright, cheery Tiffany-blue colored brick and eye-catching sheep logo.

Originally built in 1940 as a jewelry store, the 13-foot-high ceilings are perfect for displaying the quilt samples and the old vault is still in use for displaying fabric and sewing notions. The proprietors, Kevin and Paula Thompson, have added other vintage touches, such as an oversized 1940s chandelier and antique furniture used for displaying items, all centered around a huge refurbished farm table that serves as their cutting table. Customers from as far away as Roanoke, Va., are patronizing this unique shop. Visit their website at <https://blacksheepboutiquequiltco.com/> or call 336-944-5245 for more information.

WGHP-Fox-8

On March 8, WGHP-Fox-8 Reporter Charles Ewing came to Eden to do a story on Eden downtown revitalization efforts, specifically the Central Hotel renovation. The report aired later that week.

Entrepreneurship

Your Idea, Your Business, Your Future Begins Now class

Rockingham County Small Business Manager Adam Mark is holding an on-site or Zoom class to help small business owners think like an entrepreneur. The class will draw from eight core concepts to enable participants to learn the first-hand experience of real-world entrepreneurs who share their knowledge and experience throughout the course. Participants will learn to identify and evaluate opportunities that others overlook while transforming a simple idea into a sustainable success, embracing the entrepreneurial mindset as a life skill.

The class will take place on Tuesday, March 23 and extend for five weeks until April 20 at 425 NC Hwy 65 from 6 p.m. - 8 p.m. or via Zoom. Registration deadline is March 17. Call Mark at 336-342-8134 for more information.

Other

N.C. State Revenue

The state's economists from the Office of State Budget and Management (OSBM) and the General Assembly's Fiscal Research Division released the 2021 Consensus General Fund Revenue Forecast. It projects that N.C. will have *17.6 percent more* revenue this year than was projected last year, with the FY 2020-21 revenues exceeding the May 2020 consensus forecast by \$4.1 billion. The consensus forecast anticipates a total of \$55.8 billion for the next biennium, which would include \$27.4 billion for FY 2021-22 and \$28.5 billion in FY 2022-23.

ENGINEERING

FY 2020-21 Street Resurfacing Contract, No. 2

A request to award this contract will go to the Eden City Council for approval on March 16. If approved, construction could start as early as April.

NCDOT Road Resurfacing – Kings Highway

The N.C. Department of Transportation has Kings Highway from Fagg Drive to Boone Road rescheduled to be resurfaced in the spring. APAC-Atlantic, Inc. will be the primary contractor. This work is scheduled to be completed during daytime hours, so traffic delays should be expected.

NCDOT Road Resurfacing – Washington Street

The N.C. Department of Transportation will soon be accepting bids for the resurfacing of Washington Street from Bridge Street to Hamilton Street. According to NCDOT District Engineer Jason Julian, this work is scheduled to be completed at night with a completion date of June 30.

MUNICIPAL SERVICES

The City of Eden has a code red message alert system to inform citizens of holiday closings, trash collection schedule changes, weather alerts, missing people and road closures due to construction. If you would like to receive these alerts, please call Georgette at 336-623-2110 ext. 3030. She will be glad to add your number to the list. This is a free service to all City residents.

PARKS AND RECREATION

COVID-19 Updates

All Parks and Recreation facilities are open in a limited capacity due to Governor Roy Cooper's restrictions regarding COVID-19. Please note, at all open indoor facilities, staff will have participants sign in, answer questions regarding symptoms of COVID-19 and pass a temperature check before they are allowed into the facility. Staff will also sanitize the facility before, during and at the end of each evening.

Baseball & Softball Programs

Staff is now registering for youth boys and girls baseball and softball programs, as well as the adult softball program. Practices are as follows:

Co-ed Peanut Baseball (ages 4 - 6) will begin practicing on Tuesday, March 30 at 4:30 p.m.

Dixie Youth Coach Pitch (ages 7 - 8) will begin practicing on Monday, March 22 at 4:30 p.m.

Dixie Youth Minors (ages 9 - 10) will begin practicing on Tuesday, March 16 at 4:30 p.m.

Dixie Youth Ozone (ages 11 - 12) will begin practicing on Tuesday, March 16 at 4:30 p.m.

Pony Baseball (ages 13 - 14) will begin practicing on Friday, April 9 at 4:30 p.m.

Girls Softball (ages 7 - 8, 9 - 10, 11 - 12 and 13 - 15) will begin practicing on Monday, March 22 at 4:30 p.m.

All of the above practices will be held at Freedom Park.

Bridge Street & Mill Avenue Recreation Centers

These two facilities will be open Monday through Friday from 2 p.m. until 7 p.m. There will be a maximum of 25 participants allowed at any given time.

During the past month there were approximately 320 visits at Bridge Street and 900 visits by residents at Mill Avenue that participated in the following activities: exercise classes, basketball (Around the World), basketball (Horse), pickleball, walking track, playground and weight lifting. The after-school program continues at the recreation centers with a maximum of 25 people.

Citywide Playgrounds

All playgrounds are open.

Eden City Hall

City Hall is now open to individuals needing to conduct business within the Finance Department. In order to comply with social distancing guidelines, we ask that you wear a mask and remain six feet apart from others as there will be markings in the lobby in the lobby appropriately spaced.

Staff from other departments within City Hall can meet with individuals in the lobby or in the front Conference Room if needed.

Facility Rentals

There will continue to be no facility rentals due to the limited number of individuals allowed in a facility only being 25.

Freedom Park

The park will continue to operate by maintaining social distancing during the use of the park by citizens. This includes the walking track, basketball courts, skateboard park, nature trail and dog park. There will continue to be no shelter rentals at this time.

The 2021 Freedom Park schedule of events has been completed. There will be weekend tournaments scheduled at Freedom Park ballfields running through December 6. Included in the schedule of events is a N.C. Dixie Youth Baseball State Tournament from July 16-22.

Freedom Park and all other greenways and trails are closed each day from dusk until dawn unless there is an event planned. The gates at Freedom Park will be locked accordingly.

Freedom Park Nature Trail

Council Member Phil Hunnicutt talked with the N.C. Forest Service about grants and was awarded a Learning Tree grant at the Freedom Park Trail. The application will be a self-guided tour through the wooded area and will include “kiosks” identifying each tree at each learning station.

Garden of Eden Center

This facility is operating with a limited capacity of 25 participants indoors and 50 outdoors at any given time and will be open to the public Monday through Friday from 8 a.m. until 5 p.m.

February was a busy month at the Garden of Eden Senior Center with over 500 visits. They began offering tax assistance and thanks to a wonderful group of VITA volunteers, they were able to complete 235 tax returns for people, free of charge. The drop-off service will continue to be offered until April.

Currently, staff is offering paint classes, exercise classes, knit and crochet, craft classes, corn hole, Mahjonn, BINGO, Friends Club, pickle ball, technology help and legal aid.

They have also held many workshops for seniors, such as Food Lion and Walmart instruction on how to order groceries online. The Five Languages of Love workshop was held for people in person and virtually.

Staff also held an advocacy event at the center on February 4. It was a drive-thru event where staff offered prizes and had participants fill out Valentine’s cards to send to our legislators to let them know how much the center meant to them, thanking them for their support and asking for continued support. Staff also sent Valentine’s cards to the center’s participants and sponsors letting them know how important they are and that staff was there for them during these hard times.

Senior Games registration has begun and will end on March 19. The games will begin on April 13 and will run through May 14, ending with an outdoor celebration with boxed lunches at Freedom Park. Awards for participants will be given out at this event.

Kickball Program

Staff is beginning a new program in April. They hope to start an Adult/Child Kickball program. Practices will begin in late March with games scheduled in April. Children ages 9 - 15 will be allowed to play, as well as their parent, grandparent or guardian. Participants may come to a practice and be placed on a team or an individual can create their own team.

RV Pad

The RV Pad is open for business due to numerous calls received over the last few weeks looking for sites to camp.

PLANNING & INSPECTIONS

Boards and Commissions

The Planning Board met as the steering committee for the Pedestrian Plan project. This was the kick-off meeting for the group with the consultants. Discussion topics included existing structures and identifying areas where sidewalks and trails were needed.

Comprehensive Plan

At the February City Council meeting the City Council authorized the Request for Proposal (RFP) for the Comprehensive Plan. The submissions were due on March 4 and the recommendation for the contract will be presented at the March City Council meeting. Staff expects to begin the plan in April.

COVID-19 CDBG Assistance to Low and Moderate Income Citizens Grant

Staff received notice of the grant agreement and package being sent from the Housing Finance Agency. There has been no release of funds thus far.

Draper CDBG

The environmental review was completed and its record was posted on the City's website, advertised in the Rockingham Now newspaper and is available for review at City Hall. The comment period for the environmental review record has ended and the report has been sent to the N.C. Department of Commerce with a 'Request for Release of Funds' for the grant.

General

Department staff has continued picking up "snipe" signs or signs in the right-of-way.

GIS

ArcGIS updated its ArcGIS Pro program, changing the method that staff was using to develop the solid waste routes. Training on the changes was conducted on March 1.

Maps have been designed and provided to numerous staff members during the past month for projects.

Historic Landmark Request

The City received a request for a local landmark designation for the John B. Ray/Central Hotel building. Staff is currently working on the request.

Nantucket Mill Project

At the present time, the City is awaiting an answer from the N.C. Housing Finance Agency. City staff is continuing to pursue grant funds for the project.

Ongoing Projects for Inspections:

The Purina renovation project is well underway. They are currently in the footing stage for support of the new roof elevation. Plan review continues as new documents are released.

The Ray Commons project (formerly the Central Hotel) continues to progress. Final inspections on the third floor are expected this month.

Construction has begun on the two story preschool addition at Osborne Baptist Church with the sanctuary addition to follow.

The new Reynold's Brewery is in the trim-out stage. However, the opening date is still unknown at this time.

Team Projects

A group of department heads has been working on a project concerning property owned by the City and the County at the end of New Street. The first issue was creating an access road to the former sewer plant, which is now a pump station that is owned by the City. It is located behind the former Decorative Bedding/MGM plant, which is now Gildan. The second issue was the potential for the creation of a mountain bike trail.

The core team and Interim Director of Parks and Recreation Terry Vernon have been working on a potential community/senior center to be included in the redevelopment of Spray Cotton Mills.

Staff has also been working on policies related to economic development in the traditional downtown (MSD) areas.

POLICE

All sworn Eden police officers will attend driver training throughout the month of March, which will consist of both day and night training conducted by NCLE certified driving instructor Sgt. Andy Johnson. Deputy Chief John Edwards will be present during each training day to act as a safety officer and assist Sgt. Johnson.

PUBLIC UTILITIES

The 2020 Drinking Water Quality Report is Now Available

The City of Eden Water Filtration Plant has released their 2020 Water Quality Report, detailing specific information pertaining to the quality of drinking water that it provides to its customers. As part of a U.S. Environmental Protection Agency mandate, water utilities across the country produce annual reports that are designed to educate and inform consumers. This report is an opportunity for the public to understand what is involved with making the water safe.

The report is available on the City of Eden website at:

<https://www.edennc.us/DocumentCenter/View/12563/2020-Water-Quality-Report>

If you would like a printed copy of the report, it is available in the Finance Department at City Hall.

CITY OF EDEN, N.C.

A special (budget retreat) meeting of the City Council, City of Eden, was held on Wednesday, January 20, 2021 at 10:00 a.m. in the Council Chambers, Eden City Hall, 308 East Stadium Drive. Those present for the meeting were as follows:

Mayor:	Neville Hall
Council Members:	Darryl Carter
	Gerald Ellis
	Jerry Epps (absent)
	Angela Hampton
	Phillip Hunnicutt
	Bernie Moore
	Bruce Nooe
City Manager:	Jon Mendenhall
City Clerk:	Deanna Hunt
City Attorney:	Erin Gilley
News Media:	Roy Sawyers, Rockingham Update
	Mike Moore, Mike Moore Media
	Lisa Griffith, Eden's Own Journal

MEETING CONVENED:

Mayor Hall called the special meeting of the Eden City Council to order and welcomed those in attendance. The meeting was also held electronically via Zoom and Mayor Hall asked for patience from everyone as there was a lot to be covered.

WELCOME AND OPENING REMARKS:

City Manager Jon Mendenhall stated Council had an agenda packet that was broken down by the hour. It was meant to be a process to guide Council from where the City was on its current goals to where Council wanted the City to be.

Mayor Hall thanked all of the departments who helped prepare the items for Council's review.

ANNOUNCED DELEGATION: CHAMBER OF COMMERCE PRESENTATION:

Mayor Hall asked Eden Chamber of Commerce Director Jennifer Barton and former Council Member Sylvia Grogan to conduct the Eden Chamber of Commerce presentation.

Ms. Barton stated she and Ms. Grogan were present to bestow a lifetime achievement award to someone who was very special to both of them.

Ms. Grogan said she was excited to be in attendance to present the John E. Grogan Lifetime Achievement Award and read the following statement: The people in this room know something very special about working to create a better community. No one actually does the work for recognition but I really truly believe recognition is a good thing. I think it is an outward sign of appreciation. I am especially excited to be given the chance to acknowledge this year's recipient. She has been actively working to showcase Eden for 30 years; first at the Chamber of Commerce and then at the City of Eden. This year's winner is Cindy Adams (Coordinator of Tourism and Special Events/Projects). Cindy worked as Johnny's (John E. Grogan) Administrative Assistant when he was President of the Chamber of Commerce. While he was out of the office working on economic development, Cindy was 'running' the Chamber. He was totally dependent on her and felt comfortable knowing she had it under control. She became President herself in 2002 and served until 2008. During her Chamber leadership, she was responsible for the celebration of the 50th anniversary of the

Chamber, which was a big deal. She initiated the Business Expo, which was an annual event allowing businesses to share their services with the public, and the popular Temptations in the Garden showcasing Eden's restaurants. She held Chamber fundraisers; one of her most popular was a Spelling Bee to raise money for RCC students. Teams dressed up in elaborate costumes to compete in a Spelling Bee. I remember Neil Fair's family coming dressed as bumblebees. She left the Chamber to go to work for the City of Eden, but came back to the Chamber as a Board Member in 2017 and served as Chair of the Chamber Board in 2019. Having been involved in the 2020 leadership transition, she continues to provide assistance to the new president, Jennifer Barton. Jennifer says she is an invaluable partner for the Chamber. Cindy has a creative mind. The Park Committee worked with her on moving Grogan Park from concept to reality. I know when she proposes something, it will be a good idea and the committee knew if Cindy was responsible for carrying out whatever we suggested, it would be done with class. Cindy's responsibility for the City is to bring new ideas to encourage potential visitors to come to Eden, but especially to find activities for the people in Eden to feel good about where they live. These can come from ideas she has seen or from her own creative mind. I always say there has never been an original idea. Sometimes you see something somewhere that you really like and you bring it home and make it better for your community than the one you saw. Maybe you saw it in a magazine, another town or at a meeting. For example, RiverFest: Cindy has turned a small street festival into an event of an estimated 15,000 people that come to Eden over a two-day period. Oink and Ale downtown hosts about 1,000 people annually. The popular Shaggin' on Fieldcrest in Draper has an estimated 500 people who come to Draper to shag. Another example is Touch-a-Truck, which is such a popular event for children. The Piedmont Pottery Festival, which is the first and best area festival for these artists, many being local potters. Initially, Cindy first worked with Mike Dougherty, and then became responsible for that popular festival herself. Grogan Park was another venue for activity for Eden. She started Hispanic Heritage Day for students at Central Elementary School to learn about the heritage of many students. Students could walk to the park from the school. She also created Winterfest for families at Christmas. The big attraction there is the display of wire animals that you see as you walk the trail. She saw these at a meeting, met the artist and had him create animals that roam in the Eden area for our trail in Grogan Park. One of the newest ideas was the classy Grown and Gathered, which was a seated meal on Mark Bishopric's waterfront showcasing food grown in Rockingham County and prepared by Rockingham County chefs. This has been an annual sold-out dinner limited to 100 people. Something new is consistently added to our popular river trails, such as the new butterfly trail, the sunflower field, the otter habitat and sculpture and the historical markers on the new trails, as it always needs to be something new to get people there. People come, many bringing their children and grandchildren, to follow the butterfly trail, to see the sunflowers in bloom and to see the wire animals; but then they return, again and again, to walk the trails, to see the rivers or to eat lunch at Grogan Park. Cindy worked on a very important idea before COVID-19. She created a partnership with the widely read Our State Magazine and Destination Magazine that showcased reasons to come to Eden. A video was also made that Laurie Wilson narrated. This was statewide publicity for our rivers, our people and our businesses in this popular North Carolina magazine. More importantly, a personal/business relationship was created between Our State Magazine, Destination Magazine and the people in Eden that they visited, such as The Front Porch. Then COVID happened. This pandemic will hopefully be gone in its own time, but until then, we are particularly grateful to be able to rely on the highly successful ExploreEdenNC and other social media, such as Roy Sawyers, as Cindy continues to keep us informed about what is happening in Eden while we are hunkering down with the virus.

She thanked Ms. Adams and congratulated her for earning the John Grogan Lifetime Achievement Award.

Ms. Adams received a standing ovation from all in attendance.

Ms. Adams stated that to be recognized for her work was one thing, but to be recognized in the name of John Grogan was another. Mr. Grogan was very special to her and a big part of who she was, as well as her work ethics. Mr. and Mrs. Grogan had become part of her family. She said everyone should do what they loved. She did the things mentioned because she loved doing them and loved where she was. She added that the award was very sweet and she was humbled.

Mayor Hall stated that Ms. Adams did a great job for the City and he thanked former Council Member Grogan for being in attendance for the presentation. He wished the award could have been presented at the chamber

dinner like normal, but stated changes had to be made due to the pandemic. He congratulated Ms. Adams and said that Mr. Grogan would have been proud to know that she received the award.

UPDATES ON PROGRESS FROM FY 20-21:

Mr. Mendenhall stated each department would give an update on progress from the current fiscal year in regards to what had been accomplished thus far.

Council Member Hunnicutt asked if financial software had been purchased.

Mr. Mendenhall said it had not been purchased yet. At the January 19 Council meeting, permission was given to proceed with requests for proposals (RFP) electronically.

Council Member Hunnicutt asked if there was an idea on when the transition would take place.

Mr. Mendenhall said the process would start in the current fiscal year with the hopes of being finished by the fall.

Director of Information Technology Kevin Taylor said a RFP was developed at the beginning of the year based on what the City wanted from a financial system. After participating in some demonstrations with providers, the Information Technology and Finance Departments were able to determine what features they liked. Information Technology (IT) projects could go with the best solution versus the lowest cost based on the State's statutes. The departments were using the ITRFP (information technology request for proposal) and it would be posted to the City's website and emailed to a list of six common financial software providers that same day. They anticipated closing the ITRFP period at the end of two weeks, at which point staff would evaluate the proposals and make a recommendation to Council on which software company to proceed with. He anticipated being live with the software hopefully in May but no later than June.

Director of Planning and Inspections Kelly Stultz said the Unified Development Ordinance (UDO) and map were adopted at the end of 2020 as a result of hard work from City staff and Council. During the current fiscal year, the Planning Department had expanded its Geographic Information System (GIS) program to accommodate 100 users. If there was anyone interested in having access to the program, Ms. Stultz said to please contact the department. Staff received word from N.C. Department of Commerce that the funding release of \$750,000 would be sent for the Community Development Block Grant's (CDBG) Draper Neighborhood Revitalization. They also received notification of the grant agreement and package being sent from the Housing Finance Agency for the \$900,000 relief money for citizens with their rent, mortgage and utilities as a result of financial hardships caused by COVID-19. The City had partnered with United Way on the project and a maximum of \$1,000 per family would be dispersed.

Council Member Ellis asked how many families had been helped thus far with the COVID-19 relief funding.

Ms. Stultz said no families had been assisted yet due to the delay in the funding release as a result of COVID-19. However, documents had been approved at the January Council meeting that would bring that closer to fruition. She hoped to hear from the State within the next two weeks.

Council Member Ellis asked if any families had applied.

Ms. Stultz said they could not accept any applications until the City received permission from the State to do so. No applications had been accepted yet.

Council Member Hampton said she spoke with Ms. Stultz in regards to working with Cooperative Christian Ministries (CCM) that also helped with utilities. Council Member Hampton planned to give Ms. Stultz contact information of citizens that CCM helped so she could assist them as well with the funding. In turn, it was helping the City since CCM helped pay water bills as well. She thanked Ms. Stultz and Mr. Mendenhall for letting her know about it.

Director of Economic Development Mike Dougherty stated that the former MillerCoors facility was purchased by Nestle Purina. He thanked all those that assisted in executing that project. The N.C. Rural Infrastructure Authority approved a \$2 million building reuse grant for the facility. GIS WebTech was purchased, which mirrored the County's economic development website and provided much more extensive data. NightOwl National Contractors purchased the former Kmart building and would employ 60 people in its granite and quartz countertop business. It also purchased the mall and received a \$100,000 building reuse grant from the N.C. Rural Infrastructure Authority. A barber shop would be opening up within the facility on February 1. The City obtained a \$15,000 Duke Energy Foundation grant to assist in the restoration of the Matrimony Creek Nature Trail. The Economic Development Department had created a downtown business brochure to promote businesses. It was completed as a walking tour of the downtown historic district and linked to established QR codes at historic buildings, which the City's IT Department was currently upgrading. The flyers would be disseminated once they were complete. The sale of the Central Hotel was complete and the apartments were anticipated to be finished in February. Mr. Dougherty noted that Chief Inspector Bob Vincent was the first person to meet with the developer of the Central Hotel and he appreciated all of his work and effort. New amenities were installed at the Klyce Street Landing and landscaping at the entrance of Matrimony Creek Nature Trail was complete. The butterfly trail at the Smith River Greenway was established with butterfly friendly plantings. An otter sculpture and holt were installed at the Island Ford Landing, followed by an otter celebration. A new entrance sign was installed at Klyce Street Landing and new bronze markers mounted in Grogan Park. The City received \$10,000 from Visit NC via the Cares Act and ads were placed in Outside Magazine and Our State Magazine. Mr. Dougherty's department was also able to create a Facebook event on the Visit NC website.

Mr. Mendenhall noted that Mr. Dougherty gave a report on economic development activity at the January Council meeting that was full of positive happenings that occurred throughout 2020.

Director of Transportation Engineering Tammy Amos stated the FY 2020/21 annual Street Resurfacing Contract No. 1 was completed in September 2020 by Waugh-Asphalt out of Franklinville, N.C. The contract included the repair and resurfacing of 17 street sections throughout the City. The cost of the project was \$463,515 which was funded with Powell Bill allocations. The FY 2020/21 Street Resurfacing Contract No. 2 was scheduled to be completed in April or May at an estimated cost of \$240,000 with the additional funding that was in the budget. The contract would include the repair and resurfacing of Kennedy Avenue and Patterson Street.

Council Member Ellis asked if there were three employees in the Engineering Department.

Ms. Amos said yes.

Council Member Ellis asked how the staff was maintaining their job duties in addition to utility locates, Powell Bill and street maintenance and assistance.

Ms. Amos asked if she and Engineering Director Bev O'Dell could discuss that together during the departmental requests section of the agenda.

Mr. Mendenhall said the Engineering Department would be making a request in regards to personnel during the departmental requests section.

Acting Director of Parks and Recreation Terry Vernon said he appreciated the opportunity he had been given to serve as the Acting Director of Parks and Recreation. He said it had been an unprecedented year due to COVID-19 but the department continued to be open and serve the public through its recreation centers. Staff was disinfecting the centers each hour and keeping everything sanitized. The Facilities and Grounds Division was continuing to clean facilities, restrooms and City Hall on a daily basis. For several months during 2020, the department assisted the Finance Department by collecting utility bill payments and other various receivables from customers outside the front of City Hall when the inside was closed to the public. Due to a lack of funding, not all projects were able to be completed during the current fiscal year but Mr. Vernon hoped to complete one or two before June 30.

Mayor Hall thanked Mr. Vernon for assuming the role of Acting Director of Parks and Recreation.

Police Chief Clint Simpson stated there was a request to purchase eight vehicles in the current fiscal year's budget. The request included four Dodge Durangos to be assigned to patrol, one K-9 vehicle to be assigned to patrol and three Dodge Chargers to be assigned to the Investigative Unit. The production plant was behind almost a month and a half but the Dodge Chargers were currently being shipped. The Dodge Durangos were in the process of being assigned vehicle identification numbers (VINs) in the production line and should be received within six weeks.

Mayor Hall said during the past budget year, the Police Department received several digital speed signs that displayed the speed of passing cars, keeping an electronic log of the readings. The signs had been placed throughout the community resulting in a lot of positive responses. They had proven to be a deterrent for speeding. Based on the statistics the logs provided, the Police Department was able to validate areas where speeding was a factor. He thanked Chief Simpson for making that project happen.

Acting Fire Chief Todd Harden said the fire training facility was almost complete as the building had been built and landscaping added around it. His department was waiting on the water line to be installed by the Collection and Distribution Department and for handrails to be added to the roof section in order to prevent firefighters from falling if they were to become unstable. He felt it should all be completed by the end of February and training could be started in March.

Mayor Hall said Council had approved the development of a Parks and Recreation Advisory Board at the January Council meeting in an effort to help Mr. Vernon and the next Director of Parks and Recreation. He encouraged those individuals to be open and willing to work with the advisory board and stated that Council would be seeking board members who would be a big help to the department and able to assist with tough decisions that needed to be made.

Council Member Hunnicutt asked Acting Chief Harden if there was someone who would be a designated training officer for the fire training facility. He asked for Acting Chief Harden to talk about how it would be rolled out and how often training would occur now that they were at the end of construction.

Acting Chief Harden said he planned to request a training/recruitment officer during the departmental requests section of the budget retreat. That individual would be responsible for conducting the necessary training for all full-time and part-time staff.

Council Member Ellis asked if the Fire Department would be reaching out to other departments to train at the facility.

Acting Chief Harden said it would be available to any department within the surrounding area that desired to participate in training at the facility.

Council Member Ellis asked if the training facility would be available on the weekends.

Acting Chief Harden said it would have to be worked around the Fire Department's training schedule but would be available to any department that desired to use it.

Director of Municipal Services Paul Dishmon said all of the departments of Municipal Services were striving to keep the streets clean while also making improvements. He noted that the employees of Collection and Distribution, Solid Waste, Streets and Fleet Maintenance all did exceptional jobs. He also noted that staff was continuing to monitor inflow and infiltration (I&I). Options for recycling with Foothills Waste had been evaluated but currently on hold awaiting recycling containers. They had just received a load of trashcans that day that should have been in four months prior. The departments were awaiting to get involved with the sewer line repair at Matrimony Creek once the City received permission to proceed. Approximately 300 to 400 loads of dirt would be moved from the Fire Department to Matrimony Creek to assist with the repairs. They wanted to move that dirt just once to save the City time and money.

Council Member Hunnicutt said he was under the assumption when the last survey was conducted there was not enough interest in the recycling program. He asked if something had since changed.

Mr. Dishmon said Foothills Waste made an agreement, not in stone yet, to take the recycling the City did have. The City received 400 recycling containers on a grant, of which the City would be responsible for paying a specific percentage of. Those containers would be distributed to the first 400 residents within the City limits who joined the recycling program with the understanding that Foothills Waste would distribute any additional containers needed. The contract would be 100 percent between Foothills Waste. The City would help put the 400 containers in place. Foothills Waste would conduct all of the servicing and billing.

Council Member Hunnicutt said that was great news considering he previously thought there was not enough interest to warrant the program.

Mr. Dishmon said at the last count, the City had roughly 225 people requesting the recycling service. While Foothills Waste had hoped to have more interested residents, they agreed to offer the program based on the 225 interested parties. The City would encourage and promote the program.

Mayor Hall asked what the monthly fee would be.

Mr. Dishmon said he was uncertain about an amount and added that it could possibly be different from what was originally proposed due to COVID-19. The company was proactive and could make it work.

Mayor Hall said City Council approved a project at Freedom Park Nature Trail that ran between Central Elementary School and Freedom Park at the January Council meeting. The trail had some maintenance issues that needed to be addressed before the project was completed.

Mr. Dishmon said he had not been out there since the Streets Department put the screenings down. He was aware of some places that were always washing due to the layout of the land. Some of it was minor, especially going down the bridge. They would be glad to go out there and repair it for the upcoming project.

Council Member Hunnicutt stated that Rockingham Community College had a trails program and mentioned that it might be a good idea to have them look at the segment of the trail where it was experiencing heavy wash to see if they had any suggestions to offer the City.

Mr. Mendenhall said staff would work on getting some technical advice from the college in regards to that.

Director of Public Utilities Terry Shelton referenced several goals that had been accomplished throughout 2020 in public utilities. The Water Plant staff exceeded and met all State prescribed water drinking standards in addition to producing enough water to meet the consumption requirements of the customers. The plant was a 20.6 million gallons a day (MGD) plant but averaged 3.1 MGD across the entire year. Water Plant staff was able to collect and analyze 100 percent of the water samples necessary for plant operation and regulatory compliance. There were no water boil notices issued, which he stated was fantastic. The Water Plant had zero violations and no public notices had to be issued. During FY 2019/20, the plant produced water at a cost of \$1.179 per thousand gallons. The goal for the current fiscal year was to produce water for \$1.2 per thousand gallons. However, due to reduced usage and COVID-19, the plant had been able to produce water at a cost of \$1.095 per thousand gallons by the end of 2020. Staff worked very hard to meet the goal despite the fact that decreased usage made overhead costs higher. The Water Resources and Water Plant divisions did not have any accidents during 2020. In addition, all operators received the training hours required to maintain their certifications. The Water Resources maintenance staff accumulated 41.67 hours of callback during the entire year, by far meeting the goal of no more than 100 hours of callback to conduct maintenance after hours. Their preventative maintenance work was paying off in labor savings costs. The Consumer Confidence Report (CCR) was distributed annually with a goal of less than \$0.50 per copy. The total cost of the 2019 CCR was \$0.39 per customer.

Mr. Shelton said the Wastewater Treatment Plant (WWTP) experienced mostly normal operations despite construction work involved with the CleanB solids waste handling system. The plant was able to meet its goal of processing 700 dry tons of solids during 2020. The CleanB solids management system had been in operation since April 2020, reducing polymer costs for dewatering sludge. The upper lagoon had been cleaned out and kept free of solids, freeing it from being used for storage as it had been in previous years. The WWTP had been compliant with the National Pollutant Discharge Elimination System (NPDES) permit during 2020. The plant's current permit had expired but staff received a draft permit for review that showed reduced monitoring once the new permit went into effect. WWTP staff conducted all inspections that were required for the City's industrial pretreatment program. The Industrial Waste Survey that was to be completed every five years was submitted to the State and approved. All parameters for laboratory certification were passed. Because of COVID-19, staff was unable to visit restaurants for grease inspections but planned to resume them once able. All WWTP operators received the continuing education hours needed and stayed in compliance with all parameters of the annual wastewater report. The CleanB solids management system allowed the WWTP to remove four aerators from the digester that were no longer in service, resulting in significant electrical savings. As a result of the new construction with the CleanB solids management system, the WWTP upgraded its supervisory control and data acquisition (SCADA) system to avoid an upgrade in the future. Operating expenses were \$0.83 per thousand gallons of wastewater treated, which was below the budgeted \$1.00 per thousand gallons.

Council Member Hunnicutt asked how the WWTP assets acquired in 2020 on New Street would be incorporated into the network, how they were used. He asked if Mr. Shelton could provide a general summary on that.

Mr. Shelton said he would go into further detail under the capital projects section of the agenda but stated the property would be the site of a new pump station that the City hoped to request bids for in February. It would be capable of handling roughly one quarter of a million gallons per day. It would also be the first significant sewer improvement in that area brought about mainly because of annexation of property and the need to provide sewer to the location.

Council Member Moore questioned what type of inspections the WWTP performed at restaurants.

Mr. Shelton said staff checked grease traps to ensure the restaurants were emptying and cleaning the grease traps on a regular basis in order to prevent the grease from getting into the sewer collection system as it could cause lines to stop up.

Mr. Mendenhall mentioned team projects that were accomplished during the current fiscal year; the first being the Nestle Purina project, which was a multi-jurisdictional team as it involved the Draper Rural Fire Department, the County and the State. In addition, the Nantucket Mill project was a multi-departmental project that was still in progress with the N.C. Housing Finance Agency, as well as the Central Hotel project on Washington Street that was currently under construction.

REVIEW OF THE BUDGET PROCESS:

Mr. Mendenhall noted the review of the budget process included the budget adoption schedule, conditions facing localities, discussion on revaluation and potential revenue changes. To begin with, the budget adoption schedule gave an outline of what City staff proposed to work towards if Council agreed. At the April City Council meeting, the budget and statutorily required budget message would be presented. At the May City Council meeting, the public hearing and first reading of the budget ordinance would take place followed by the second reading and adoption of the budget ordinance at the June City Council meeting.

There was verbal consensus from Council that the schedule was reasonable and met the needs of the Council and the public.

Mr. Mendenhall said the next section addressed general conditions facing localities. Revaluation was not set to occur again until 2027, in which for the benefit of the public, taxes were determined based on valuation and

the rate itself. There was no control locally on assessments for municipalities as it was all determined by a schedule of values uniformed throughout the State. The revaluation date was subject to change; however, counties typically stayed within the format they were in and Rockingham County's format was on an eight-year revaluation schedule. The tax rate was controlled by the governing body of the municipality, which in the City's case would be the City Council. The City had a good year in 2020 and thus, staff recommended the City remain conservative in the way it budgeted in order to be prepared to absorb some broad economic uncertainty, such as the risk of inflation and minimum wage changes. Those were conditions facing all localities. Even though sales tax numbers were positive and the overall financial status was currently good, Mr. Mendenhall did not want to portray a false sense of security as it was unknown what situations or conditions might arise making growth harder. Therefore, he urged the City to be conservative as it moved into a time of uncertainty in order to ensure the City was prudent with tax dollars, utility revenue, etc. Under the personnel section of the budget process, Mr. Mendenhall proposed a Cost of Living Adjustment (COLA) of 1.3 percent for employees to match the Social Security COLA given in January. Also under that section was the potential for changes to the City's pay plan due to a possible increase in minimum wage to \$15 per hour. Mr. Mendenhall recommended to wait and see where they were.

Council Member Carter asked what the current minimum wage was for the City.

Mr. Mendenhall said the City hired part-time seasonal help that paid \$10 or less per hour. An increase in minimum wage would be a significant change to some salaries.

Council Member Carter asked if the increase would impact part-time and full-time employees.

Mr. Mendenhall said it would be for all City employees if the federal government passed a bill to increase the minimum wage from \$7.25 to \$15.00. It would include part-time, summer and temporary employees as well.

Council Member Hunnicutt asked for an estimate of how many employees it would affect.

Mr. Mendenhall said there were not many permanent employees that the increase would effect. The real problem was summer employees because their numbers and hours fluctuated; therefore, staff did not have a good estimate yet but would continue to work on it.

Council Member Hampton said she felt it was a great idea. Her son previously worked part time for the City and was unable to work a full week on many occasions due to the weather. Only working a few hours a week making \$9 or \$10 an hour did not equate to a large paycheck. Being able to bring home a little extra money would help many.

Mayor Hall stated that in regards to budgeting, the City needed to wait and see if the increase became a law. If it did, the City would reevaluate what needed to be done with the budget.

Council Member Moore said that if it were to become a law, there would be a certain amount of time to adjust. He agreed the City should wait and see if it came to fruition.

Mr. Mendenhall concurred that the timing aspect was important. It would be a good thing if localities were given time to ease into the change in an effort to plan it out. However, if it was adopted and passed after the City's budget hearings had taken place, it could possibly put the City in a bind. Therefore, he recommended leaving some room in the budget to see how it evolved with Congress.

Mayor Hall said it would be helpful to get an idea of how many hours were paid to part-time employees in the summer of 2020 in order for them to see what impact it would have on the budget.

Mr. Mendenhall agreed and said staff would share that information with Council.

Mr. Mendenhall said staff did not propose a property tax increase or fee increase, provided that vendors did not increase their costs. There had been some discussion about the County increasing the landfill tipping by

\$5. He imagined they may increase it over time, like \$1 for the next five years. The landfill was operated as an enterprise fund and the County was trying to make that fund whole. Mr. Mendenhall said discussion would take place at the end of the budget retreat regarding the general direction of how Council wanted management and staff to prepare the budget.

Council Member Hunnicutt stated the City was still having some revenue and funding issues in regards to solid waste. They all needed to be cognizant that in the future there may be a fee increase or change in service in order to bring the services in line with the funding that the City had; otherwise, that would be an area where the City could potentially be over budget. It was a tough time to be raising costs on anybody but they did need to be cognizant on the costs of doing business.

Mr. Mendenhall stated that staff from Municipal Services, Finance and himself were working on a solid waste study to evaluate where the City could cut costs and find savings. They were also assessing the charges for loads that took up entire knuckle boom trucks that were a burden on the normal users of the system. The study was in draft form and would be presented to Council in the near future.

Council Member Nooe asked what percentage of the budget was personnel-related costs.

Mr. Mendenhall estimated as high as 40 percent but would get back to him with a definite number.

Council Member Nooe stated that due to not increasing taxes and a possible minimum wage increase, the City may need to hold the line on some other things.

Mr. Mendenhall agreed and said Council would hear further detail about money savings through reorganization and how the City could be more efficient later in the budget retreat. The City had to either raise funds through development or tax increases or conserve funds through cuts and other innovative ways.

DEPARTMENTAL REQUESTS:

Director of Finance and Personnel Tammie McMichael said the Finance Department had two requests for the FY 2021/22 budget. The first request was for a mobile data collection kit for the second meter technician truck as the first one was already set up for reading. By having both trucks equipped to handle water meter reading for billing, the task could be divided between the department's part-time meter reader and full-time meter reader, which would help make the reading process more efficient. The department had updated its automated meter reading software to Beacon, which included one mobile data kit. The cost of an additional kit was \$5,000 and would be funded by the Water and Sewer Fund. The second request for the department was an additional Billing and Collections Clerk, which was also requested at the budget retreat in 2020. There was still a need for the position, which would cost the City \$51,259 including salary and benefits. It was difficult to make a succession plan with such a small department. In 2008, the department lost an accounting technician position. After going from bi-monthly to monthly billing in 2009, the department had lost five long-term employees due to the overwhelming work environment. Currently, the department had two Billing and Collections clerks who provided customer service to approximately 6,900 customers each month in addition to their administrative responsibilities. While they did have customers utilizing the dropbox, online payment system and mail system, they still had approximately 1,600 customers that physically came to City Hall each month. It was not unusual to serve 220-300 people in a day, usually on the third of the month. The Billing and Collections Department was responsible for collecting much of the water and sewer revenue and thus, they needed to ensure they were taking the appropriate measures to operate at the highest level of efficiency. Based on research conducted on the finance departments at other municipalities with a population of 20,000 or less, Ms. McMichael found that the Town of Oak Island had three positions, the City of King had three positions, the Town of Carolina Beach had three positions, the City of Clinton had three positions, the City of Reidsville had four positions, the City of Newton had five positions, the Town of Pine Knoll Shores had one position and the Town of Leland had one position. If given the position, Ms. McMichael said it would not only help the problematic situation the department was currently in but it would also help to better prepare for long-term succession planning and would be funded through the Water and Sewer Fund.

Council Member Ellis asked what the current wages of the Billing and Collections part-time meter reader were.

Ms. McMichael said the department had two part-time employees but the part-time meter technician was Buddy Bowman who assisted the department on its busy days, such as reading days, cut-off days and pull meter days.

Council Member Ellis asked how many hours a month Mr. Bowman worked.

Ms. McMichael said the City could not work him more than 1,000 hours a year in order to prevent conflict with his retirement, which was the same situation with the part-time Billing and Collections Clerk Becky Shelton.

Council Member Hunnicutt asked if the department would still need the part-time position if the full-time position were to be approved and filled.

Ms. McMichael said the department would like to keep the part-time position as it was helpful in the events of cross-training, obtainment of continuing education, and when someone was sick or on vacation. Ms. Shelton worked for the City for 30 years before retiring and the department was very fortunate to have her. When the time would come that Ms. Shelton decided to truly retire, it would be difficult to find someone that would be available to do what she could. At the present time, Ms. McMichael said the department had several new employees but only one had been able to attend the basic governmental accounting classes offered through UNC-School of Government.

Council Member Hunnicutt said he understood the need and desire to want to keep the part-time positions. He questioned if there would be a reduction in the hours of part-time staff that would offset the cost of hiring a full-time position as he was trying to see if there was any favorable benefit regarding the total cost.

Ms. McMichael said she was seeking to keep what the department currently had if they were able to fund the position. During the first week of each month and on cut-off days, the department needed all the help it could get with waiting on customers and answering the telephone.

Council Member Ellis asked if the 1,000 hours the department's part-time employees worked was consistent with all part-time employees in the City.

Ms. McMichael said yes, it was a rule with the N.C. Retirement System to stay under 1,000 hours.

Council Member Ellis asked if there was a limit on their wages as well.

Ms. McMichael said regular part-time employees did not have wage restrictions like retirees who were in the N.C. Retirement System did as their wages had to be limited to a certain amount so it did not jeopardize their benefit.

Council Member Moore asked if the 1,600 people that came into the department included people that paid online or through the dropbox.

Ms. McMichael said no and added that those payments would be included in the administrative duties. It also did not include the amount of people they talked to on the telephone or the number of automated phone payments, online payments, mail payments and dropbox payments that were processed in the office.

Mr. Taylor said the IT Department had four capital improvement requests for the upcoming fiscal year. The first request was for a security operation center for security monitoring. The City experienced a potential cyber incident in October when staff received an email from a group claiming to be the Fancy Bear group. While it turned out to be a hoax, the City had to treat it as though it was real. While going through the City's firewall logs, antivirus logs and web filter logs, Mr. Taylor discovered that the size of all the data was overwhelming.

Therefore, the department was requesting security monitoring at a cost of \$28,000 per year in which a company would conduct weekly vulnerability scanning of the City's network, identifying the City's areas of vulnerability and assistance in correcting them. The company would also monitor the City's firewall and antivirus logs, notifying the City immediately of any threats or potential threats. In addition, they would perform dark web scanning to see if any customer data had been leaked. The department's second request was for network switches, which was the device that all data ran through. Network switches bridged the gap between users' desktops, laptops and servers. The City's existing network switches were seven years old and were starting to show their age. With the amount of data being pushed between the City's users and servers, the department was seeing bottlenecks in the system, slow responses from servers. The current switches were handling around 1.5 terabytes of data each day, which was the equivalent of six to seven libraries of Congress flowing through the switches daily. It could also be viewed as equivalent to attempting to drain a swimming pool through a straw. The cost to replace the network switches at City Hall would be \$35,750. The core switch would support 10 times faster communication between the other switches. The edge switches were 60 percent faster than the switches currently in place. Mr. Taylor stated that the project should be followed up with a re-cabling of City Hall in the following year. The City Hall building was originally cabled with data when it was first occupied and unfortunately, the cabling was done incorrectly. The patch panel where the computers were patched in with network cables was only rated for 100 megabit on each port. However, the City was currently pushing gigabit through it. As a result, the IT Department was seeing connectivity issues between the switches and some of the users. Notably, IT had reworked the cable of one of the users in the Finance Department twice because of the patch panel. As a result, IT staff had to terminate it and plug it directly into a switch to bypass the patch panel. As part of that project, fiber optic cable would be run between the data closet upstairs at City Hall and the data closet located downstairs within the Police Department in an effort to improve speed from the servers upstairs to the servers in the downstairs data room. The following two requests were requests made each fiscal year: laptop and desktop replacements. It was important to treat desktops and laptops as a consumable. The IT Department replaced one third of the City's laptops each year. Historically, that had been the laptops in the patrol vehicles. However, with more department heads moving to laptops as their primary device, IT would be including those in the lifecycle replacement as well. The typical lifecycle of a laptop was three years; therefore, IT would still replace one third of the oldest laptops each year to keep the laptops from falling behind with speed and usability for the data they were processing. Desktops had a slightly longer lifecycle of four years and thus, the City replaced 25 percent of the City's oldest desktops each year. The projected cost for laptop replacements in the upcoming fiscal year was \$25,000 and the desktop replacements would be \$16,000.

Council Member Ellis asked if there were any grants available for the replacements.

Mr. Taylor said IT grants were few and far between. The only grant he had seen in the past five years was for broadband.

Council Member Ellis asked what could have happened if the potential cyber scam had been legitimate.

Mr. Taylor said data breach recoveries were measured in millions of dollars and months of downtime. Over the past year, there were 10 major data breaches with other counties, municipalities and school systems in the State. While the City was dealing with its potential cyber threat in 2020, the N.C. Local Government Information System Association's (NCLGISA) IT Strike Team was in Chatham County helping them with their ransomware infection. Three months after their incident, Chatham County only had 80 percent of their laptops, desktops and servers restored. The City did have cyber liability insurance that covered the City up to \$2 million in loss, but depending on the severity of the breach and infection, the City could exceed that \$2 million very quickly.

Council Member Hunnicutt questioned which of the IT Department's four requests would be top priority.

Mr. Taylor answered security monitoring.

Council Member Hunnicutt asked if the infrastructure improvements had to be performed all at once or if they could be conducted in phases and still be cost effective.

Mr. Taylor said network cabling on that large of a scale was not something the City's IT Department could handle in-house, it would have to be contracted. While the project could be conducted in phases, the overall cost would go up due to the added drive time and labor. For cabling projects, it was typically better to complete the project all at once due to the fact the vendor would stay onsite until it was completed. A punch list would be created in which the vendor would have to address any issues on the list before leaving the building.

Council Member Hunnicutt said he felt it would be aggressive for him to replace his personal laptop every three years. Computer speed had gotten to a point where it was almost unidentifiable and questioned if replacing a laptop for faster speed when the existing speed was serving the purpose was necessary. He was not challenging on the issue, just making an observation. He was sure IT was giving the best guidance that the City was on the level they needed to be in terms of hardware, infrastructure, etc.

Mr. Taylor said the laptop lifecycles were based on recommendations from a Gartner study that suggested replacing laptops every three years, desktops every four years and servers every five years.

Council Member Ellis asked how many laptops and desktops the City had in operation.

Mr. Taylor said there was a total of 150 users which consisted of 28 laptops in patrol vehicles and 14 laptops for department heads.

Council Member Nooe asked what the City did with outdated hardware.

Mr. Taylor said they were typically declared as surplus by consent agenda and then auctioned on GovDeals.

Council Member Nooe asked if there was any other use within the City for the outdated hardware such as a computer lab within the Recreation Department similar to what the Boys and Girls Club had.

Mr. Taylor said that Mill Avenue Recreation Center had a homework room. Ten of the desktops from last year's replacement were currently being set up for installation in that homework room. COVID had delayed a lot of the department's projects.

Council Member Nooe said the number of children allowed at the Boys and Girls Club had decreased but the number of children needing help had increased. He asked if there was somewhere the City could install and use those desktops to help the students.

Mr. Taylor said the City provided free Wi-Fi at all of its buildings and was currently in the process of conducting a Wi-Fi refresh due to the aging access points in the downtown areas that were causing issues with keeping the network up and running. The IT Department would be replacing those access points with some new technology that would enable an easier installation of access points in other areas, such as Freedom Park and The Boulevard.

Council Member Nooe said his question may be more of one for Council and Mr. Mendenhall to see if there was something they felt could be done to help.

Council Member Ellis asked Mr. Taylor if the IT Department was working on installing more desktops at the Mill Avenue Recreation Center.

Mr. Taylor said IT would be replacing the ones that were currently there. The replacement desktops had some age to them but should be adequate to meet their needs.

Council Member Ellis asked how many desktops were in use throughout the City.

Mr. Taylor said between 100 and 105.

Council Member Ellis asked if IT would be possibly replacing 25 of those desktops in the upcoming year.

Mr. Taylor answered yes.

Council Member Hampton asked if IT had any desktops at the Bridge Street Recreation Center for their summer program.

Mr. Taylor said no because there was not a place to put them within the center. The Bridge Street Recreation Center had an office area with one computer in it, a small room with snack machines, restrooms, a gym, and a big open area that was used by the nutrition site. While IT could put something in the big open area, Mr. Taylor felt the computer use would need to be supervised even with precautions in place.

Council Member Ellis asked if that would be the responsibility of the Recreation Department.

Council Member Hunnicutt said it seemed to be a good topic for the proposed recreation commission to address. He asked Mr. Taylor how much revenue a cycle of used hardware would produce when sold or auctioned off.

Mr. Taylor said it greatly depended on the desktop and on the market at the time. The City had received between \$50 and \$300 each depending on the market. The market and the needs fluctuated greatly.

Council Member Hunnicutt said since it was not a major windfall for the City, he was in favor of giving the used hardware to whomever needed them, the school system for example, since the taxpayers had paid for them.

Mr. Taylor said the City had previously donated 10 laptops to the robotics club at Morehead High School and also to the Boys and Girls Club for their programs.

Ms. Stultz said over the last year there had been discussion about significant changes made to planning legislation that the General Assembly put into place. The City met its deadline of January 1 to have its UDO operative and she thanked Council for allowing the City to do that. N.C. was one of the last states to require comprehensive planning on a systemwide scale. Chapter 160D-501, which was effective that month, issued requirements that the City must meet for plans. The City did not currently have a comprehensive plan; rather, it had a land use plan that was developed between 2005 and 2006 and adopted in 2007. The general statutes now said the plan could not be more than five years old and it must contain issues and opportunities facing local governments, including values expressed by citizens, community vision, guiding principles, desired growth, employment opportunities, economic and community development, acceptable levels of public services, housing, recreation, mitigation of natural hazards, protection of the environment and natural resources, historic and archeological preservation, and analysis and evaluation of implementation measures. Mr. Mendenhall began the process in 2020 by creating an Internal Technical Review Committee (iTRC). There was also a technical review committee involved with the UDO and most land use regulations that gathered the required staff together to work on any project submitted by developers, property owners or the City. Prior to that, Mr. Mendenhall created a group that included all department heads to work on capital improvement planning, which was also a part of comprehensive planning. The iTRC had been working on overall issues for the City and it had been successful thus far. The iTRC would also be part of the comprehensive plan that the City prepared. A comprehensive plan would require more staff time with a consultant and more public involvement than the UDO did. It must be adopted by July 1, 2022 or the City's zoning ordinance would become invalid. While the State would not fine the City for not having a comprehensive plan, any challenges to the City's zoning ordinance would win in court. The City had a great working relationship with the consultant used for the UDO and while Ms. Stultz said she would like to use them for the comprehensive plan, she would still put out a request for qualifications (RFQ). The comprehensive plan would combine all of the things the City did which would keep the City in compliance with state law. The cost would be \$130,000, which included the comprehensive plan and several focused small area plans that Council had indicated they wanted to see done, such as the downtown areas and traffic circle historical area.

Mayor Hall said any department making a request of Council that was required by statutes made their decision

a lot easier.

Council Member Hunnicutt said it was an area he had been trying to work on directly with support of staff. Ms. Stultz's request was something that should be seriously considered. He had been trying to find a candidate location for an industrial park and he found the City was really challenged because there were very few candidate locations for industrial recruiting. The City also did not have a lot of options for residential development. The City needed to update its transportation plan because one of the challenges the City had was being able to access some of the available locations. The City needed to give very serious consideration to try to develop, target and go with a long-term strategic plan. Trying to get highways or any type of sizable project from the Department of Transportation (DOT) was a challenge and therefore, the City needed to have a comprehensive plan showing why the City needed specific things and what areas were being targeted for industrial development. He stated it might be helpful if the City had some RFP responses in order to show what an actual budget would be.

Ms. Stultz said the price would be around the quote of \$130,000 that was submitted by the contractor the City used for the UDO. One of the things the comprehensive plan would also do as it combined parks and recreation with municipal services would be to define what Council determined the City's next goal was and how staff needed to be spending the City's funds. Ms. Stultz felt that Eden was at the beginning of the best time it had experienced in 50 years and she thanked Council for being forward thinking enough to update the City's land use regulations; however, the City now needed the plan to match those regulations. They needed to be ready because development was going to come.

Council Member Hunnicutt asked Mr. Mendenhall if he saw any concerns with developing an RFP to see what resources would be required for the comprehensive plan.

Mr. Mendenhall said he did not and stated that the City could note in the RFQ process that it was subject to budget availability in the upcoming fiscal year. It would give the staff some clarity of budget numbers and the process itself would be very positive for public engagement in an effort to help Council understand the goals, objectives and realities of what residents, the development community and customers were looking for. Overall, it would be a very constructive process.

Council Member Hunnicutt said he had previously expressed to management and Council some of his concerns about the City's lack of long-term plans or targets. If there was a consensus among Council, he was fine with Ms. Stultz working on the RFP to see what information could be gathered from it.

Ms. Stultz agreed and said it would be a busy year for consultants who conducted that type of work.

Council Member Moore asked Council Member Hunnicutt if he was referring to within the corporate City limits when he referenced industrial sites and residential areas.

Council Member Hunnicutt replied yes. The goal was to generate revenue for the City; therefore, it had to be inside the city limits. However, it had brought about the idea of running water and sewer to other areas that could be logically annexed in hopes of generating growth.

Ms. Stultz said the City had a policy about extension of water and sewer where if someone wanted to use the City's services, they had to agree to be annexed which then put the decision into the hands of Council.

Council Member Carter asked if there was a general statute that the comprehensive plan was mandated under.

Ms. Stultz said yes and that it was NCGS 160D-501.

Mr. Dougherty said the first request of Economic Development was for the implementation of economic development policies. In 2019, the City enacted a policy to waive permit fees for downtown economic development projects exceeding \$100,000. As seen throughout 2020, there had been more development in the Washington Street area than ever before. The City was at a point where there were only a few buildings left

in which something could be done. One of the department's focuses was currently on The Boulevard, the Draper area and any opportunities on Morgan Road. The request was to modify the policy to waive permit fees for downtown economic development projects exceeding \$20,000 in investment to assist smaller projects in the above mentioned areas. The second policy would be to waive water and sewer connection fees up to \$5,000 in the Municipal Services District (MSD) and historic commercial areas. For example, there was a new project that would be happening over the following few months where roughly four apartments would be added to a previous retail building. The third policy would be to dedicate a portion of the additional ad valorem tax revenue received in a MSD district toward public infrastructure improvements. Tax revenue attained from several of the buildings would be better than what it had been in the past, especially a structure such as the Central Hotel. The portion of the ad valorem tax revenue would be determined by the City Manager. The merchants and property owners tax themselves and in turn, use those funds to improve downtown. It was a good way to keep up with current progress by allocating the additional tax revenue to other areas. Additionally, more development had been occurring on Washington Street, leading to parking issues. As displayed on the map of 600 Washington Street that Mr. Dougherty showed, there was a portion of the parking lot that contained 14 parking spaces. Based on discussion with the property owner, if the City took control of those spaces and performed the resurfacing, those spaces would be turned over to the City's control. Unfortunately, people had been towed away from the parking lot over the last few months, which was also unfortunate for other retail businesses who were trying to attract those customers. Based on discussions with Ms. Amos, the cost to resurface a portion of the parking lot located at 600 Washington Street would be \$14,000 and would last 15 years. It would provide good parking within close proximity to current businesses and those that would be established later. Lastly, the department typically requested \$25,000 in its yearly budget to meet façade grants and building rehab grants. The department planned to approach the Strategic Planning Commission (SPC) in February because the department had already exhausted those funds even though there were other projects currently being worked on. The first project involved 246 The Boulevard in which a local developer wanted to rehab the building to provide retail space. Another project located at 636 Washington Street, purchased by Angelo Tiano, was being converted into an Italian market and retail space. Barry Carter recently purchased 630 Washington Street, which had been suffering for 12 years, and was currently converting the upper level into an apartment and the lower level into a retail space. The property at 627 Monroe Street was planned to be converted into four condominiums and a joint workspace. The amount of façade money that the City gave was leveraged into more tax money for the City, which provided jobs while also bringing some of the languishing buildings back to life.

Council Member Hunnicutt said he applauded all of the work that had been done to the newly named Uptown Eden area. There had been a lot of progress. He questioned the encouragement of too much residential to the Uptown Eden area. He thought for the residential to be successful, there had to be a good blend of retail. There seemed to be a lot of momentum moving toward residential. He asked that the Economic Development Department look at possibly giving a higher grant amount to property used for retail as opposed to residential because he felt there was potential for a surplus of residential downtown if the City did not encourage retail to grow with it.

Mr. Dougherty said as part of Washington Street's history, it began with people living downtown. At the Main Street conference in 2020, it was mentioned that people who lived in downtown areas spent an average of \$37,000 a year, with a good portion of it being spent in those downtown areas. It was always thought highly of to have a good mix of downtown living and retail in downtown areas as one supported the other. He gave the example of the upcoming Italian market that would be a convenient place for residents in the area to buy their groceries. Altogether, there were plans for roughly 44 apartments downtown and while the area would not have all of the retail needed to meet the residents' needs, it would provide a great benefit to them. He also mentioned the two buildings recently consumed by the Rockingham Community College brewery that were currently being upfitted for retail. He said Council Member Hunnicutt's point was well taken.

Mayor Hall asked if the owner of the 14 parking spaces had agreed to the idea.

Mr. Dougherty said yes. At the edge of the parking lot, there was a wall that needed to be fortified which would be the owner's responsibility and they were talking to contractors about fixing it. Ms. Amos had previously said the parking lot would be included as part of the City's paving schedule in the next year.

Mayor Hall said he felt it was a great benefit for the City and asked if there was any other type of annual agreement related to the parking lot.

City Attorney Erin Gilley said she considered it a long-term lease.

Council Member Nooe asked if the parking lot had access off of Washington Street.

Mayor Hall said it appeared to have access on to Washington Street, but not off of Washington Street.

Mr. Dougherty said people were currently making a right into the parking lot off of Washington Street just to make a right onto Bridge Street in order to miss the stoplight that allowed right turns on red. There had been dangerous situations with people driving through. The owners wanted to have that parking lot open for the convenience of their customers.

Council Member Nooe asked if the City was going to have an agreement in regards to using the access space for getting in and out of the parking spaces.

Mr. Dougherty said yes.

Mayor Hall questioned if it was part of the agreement to have access to the owner's parking lot.

Ms. Gilley said she intended to include that in the agreement and asked if there was lighting in the area.

Mr. Dougherty said it would have to be evaluated. There had been some discussion about removing some of the trees to provide ample light, especially at night, to help people feel safe.

Ms. Gilley said the lighting could also be addressed in the lease agreement.

Mayor Hall said the intention behind the building reuse and façade grants was to encourage revitalization. It was currently being used so much that the department needed more funds to meet the needs. He applauded Mr. Dougherty, Main Street Manager Randy Hunt and the entire City for the revitalization happening downtown.

Mr. Dougherty said he hoped it would leverage more support for The Boulevard and the Draper areas. With the casino coming to Danville, Va., and the potential establishment of other residential development, east Eden could be a very sought after area, so the City needed to encourage those property owners to do something with their buildings to prepare for it.

Council Member Ellis said it was an enlightening time for that section of the City and there was already one property owner who was currently revitalizing his property. Looking at what the buildings looked like many years ago to how they were being transformed now would prove to be advantageous to the City. Mr. Dougherty did a great job for the City. The \$450 million project that had come to Eden was humongous, one of the biggest in North Carolina. Rockingham County was the hottest thing right now in the State.

Mr. O'Dell stated in order to improve the Engineering Department's level of service to its citizens, the efficiency of the office and to fulfill the needs of the department's succession plan, the department was requesting an additional full-time employee in the upcoming fiscal year's budget. The City joined the NC811 system in June 2016, which changed how utility locate requests were received and how they had to be handled and responded to. A few years prior to 2016, staff spent an estimated two to three hours per week on utility locates. Currently, Engineering Technician Kevin London was spending 25 hours per week handling NC811 locate requests. Over the past 12 months, the Engineering Department had received an average of 217 locate requests per month, or just over 50 locate requests per week. During a typical week, Mr. London spent about 62 percent of his time handling NC811 locate requests. Unfortunately, that left him with less time to spend on water and sewer project inspections and drainage complaints. During the time period of 2003 to 2016, the

Engineering Department received funding for a temporary part-time position. It varied, with the lowest about \$1,500 and the most \$3,500. If the request for the new position were to be funded, the new employee would assist with: (1) locating/marketing of underground utilities maintained by the City of Eden; (2) the Environmental Protection Agency's Administrative Order of Consent (EPA-AOC) remediation sewer inspections; (3) SoVA MegaSite at Berry Hill Phase 2 water main improvement inspections; (4) street resurfacing projects; (5) other water construction project inspections; and (6) various daily duties and requests. Having an additional full-time employee within the department would allow the remaining engineering staff to focus on other things, such as verifying more field data for the water and sewer maps used by Collection and Distribution, flowing fire hydrants to help improve water quality, scanning more maps, being more responsive to customer complaints and questions, and assisting Collection and Distribution with their projects. Within the next seven years, the current three employees of the Engineering Department would qualify for retirement, with Ms. Amos likely being the first to retire in the spring of 2022. In March, Mr. O'Dell would have worked for the City for 30 years, but expressed that he would like to continue working for an additional five to seven years depending on his health. Mr. O'Dell stated that he hoped the new employee would become an important part of the department's succession plan over the next few years. The need and desire for additional help in the Engineering Department had been there for many years and while the department had survived, it had not flourished. They continued to get farther from some important tasks. The salary for the position had not been confirmed with the finance director but he expected it to be around \$30,000. The plan would be to utilize an old vehicle from within the City for the employee. While Mr. O'Dell said he was not thrilled to be making the personnel request, he feared the lost opportunity cost of not doing so and not providing a timely addition to the Engineering Department could have significant negative consequences.

Council Member Nooe asked if the department was looking to hire an engineer as part of the succession plan. He stated that if that were the case, the new employee would have to go to school and obtain experience in order to pass the required tests to attain his/her license. He asked if in seven years the department was looking to have an engineer, or an employee who had been with the City five to seven years.

Mr. O'Dell said the requested personnel would be to potentially replace Mr. London or Ms. Amos when they retired or assisting Ms. Amos. Depending on the talents, qualities and capabilities of the person hired, it could change what happened when Mr. O'Dell retired. Because the City could not previously afford to hire a professional engineer (PE), the existing duties had been split between Ms. Amos and himself. When the time would come, Mr. O'Dell recommended the City hire a PE. It was hard to predict what may happen down the road. However, at the present time, Mr. O'Dell recommended hiring a full-time engineering technician/locator.

Council Member Ellis asked how long Mr. London had been employed with the Engineering Department.

Ms. Amos said since 2003.

Council Member Ellis asked how many years Mr. London had been employed with the State.

Ms. Amos said he had 23 years altogether.

Council Member Ellis asked when Ms. Amos planned on retiring.

Ms. Amos said she planned to retire in 2022. She had been looking after the City's highway system for the past 23 years and was concerned with how she was unable to train Mr. London at the present time due to the amount of utility locates he was conducting each week. She had been attempting to train him on how to conduct the annual street evaluations through grading and how to put a contract together. While he had previously helped throughout the years with project inspections as the work was being done, he had become limited in his availability over the past few years. The priority was getting him trained and ready to take over the City's highway system to know what the process was as far as the administrative duties of bookkeeping and reports.

Council Member Ellis asked what his title was.

Ms. Amos said he was an engineering technician II as of 2019. Utility locates were originally part of the technician job but once NC811 mandated that the City had to join the program, utility locates went from 20 to 200 a month. Instead of hiring someone as a locator, the department was required to do it with the existing staff. The department lost its part-time help in 2016, which it had used to help with project inspections, GIS and global positioning system (GPS).

Council Member Ellis asked why the part-time help was cut.

Mayor Hall said it was a staff reduction as a result of the lost revenue due to the closing of MillerCoors.

Council Member Hunnicutt asked if the City had considered hiring location services to perform the utility locates. He knew there was one in town. That could relieve Mr. London of at least a portion of that labor.

Ms. Amos said it was very expensive and would ultimately cost more than hiring a person to perform the utility locates. If a project was not completed within 13 days of when the locate was requested, the technician would get another request to locate the utilities. That company would continue to get paid each time their technician went back even if it only required driving up and looking at it, approximately \$8 or \$9 per trip.

Council Member Hunnicutt asked who paid that cost.

Ms. Amos said all of the utility companies were paying that cost.

Council Member Nooe said the company would either be a member of NC811 or they would have to do it themselves. The City could mark their own locates.

Ms. Amos said the City was a member of NC811 but chose to perform its own locating because it had a lot of plastic lines.

Council Member Ellis asked if there was anyone currently working within the City that would be interested in transferring to the Engineering Department.

Mr. O'Dell said there had been someone asking about the possibility of the new position that might be interested in transferring. An advantage to that was that the individual already knew about the City's system and where the lines were located, which would make performing the locates much easier.

Council Member Moore asked if the employee would have to be certified to perform the locates.

Mr. O'Dell said no. If hiring someone from the outside, that person might have to be certified to ensure they would spend the correct amount of time attempting to do the job correctly. Based on the department's experience, particularly with gas company locates, some technicians had simply sprayed paint in areas that were roughly five to seven feet off from the gas line, which was very dangerous. If someone were to do that with water lines, not only would the City be paying to have the incorrect locate fixed, but it would also be paying contractors or Collection and Distribution overtime to repair it.

Ms. Amos said a big failure in the system was when locators would call in a locate but then delay the starting of the project for three months. In the meantime, they would continue to update the locate tickets, which was against NC811 regulations, requiring the technician to recheck the locates every two to three weeks. Even employees inside the City were doing that.

Council Member Carter asked if the plastic lines were being lined with wire in order to enable locating.

Mr. O'Dell said it was done that way in the present time, but years ago it was not. The City had had decent luck. As staff was able to assist Collection and Distribution with their repairs, they were able to update measurements as to where things were located.

Council Member Nooe said the good thing about having a City staff member to perform the locates was that the individual would likely know where the lines were without having to locate them.

Ms. Amos said she was also trying to train Mr. London with the annual Powell Bill report. It was now electronic and no one else knew how to run the software. Without that report each year, the City would not receive any money from the State. All of the data seen on GIS online was data the engineering staff had collected and forwarded to the Planning Department. They had obtained GPS information on manholes, water valves and fire hydrants, which was significantly more accurate than the old data. Mr. London had not yet had the opportunity to download those devices, correct the data and transfer it to the Planning Department, but it was something that needed to be maintained. There were a lot of things he needed to be trained on before she could leave the next year.

Mr. Vernon stated the projects that the Parks and Recreation Department were not able to complete in the current fiscal year were being asked for in the upcoming fiscal year. The first project was the used miniature golf course located at Freedom Park that the City had used for the past two years that would cost \$18,000. Next, the Facilities and Grounds Division needed a lawnmower that was estimated to cost \$15,000. The division currently had five lawnmowers with the newest mower being three years old and the oldest mower being 10 years old. The lawnmowers were used for at least five hours each day, five days a week. In addition, the department would like to fill the cracks and paint the basketball courts at the Bridge Street Recreation Center and Peter Hill Park. It was estimated to cost \$16,000. The Bridge Street Recreation Center's basketball courts were utilized by just as many people as Freedom Park's basketball courts. Lastly, the department was requesting the repaving of the Monroe Street parking lot at an estimated cost of \$20,000. Ms. Amos had recently evaluated the parking lot and agreed it needed to be patched and repaved as there was a need for parking downtown and around Washington Street.

Council Member Carter asked how the used miniature golf course's condition was holding up in regards to the weather and if it was made out of wood.

Mr. Vernon said the golf course did not get much use over the past year due to COVID-19 and that it was mostly made out of wood. The department stored it under shelter during the winter months.

Council Member Carter asked if the course was movable.

Mr. Vernon said the apparatuses that went on top were movable, but the course itself stayed outside.

Council Member Nooe asked if the City had already committed to purchasing the used miniature golf course.

Mr. Vernon said he was under the impression the City had agreed to purchase the course.

Council Member Moore asked if the City had paid anything thus far for the used miniature golf course.

Mr. Vernon said no and added that the City had just been using it for the past two years.

Council Member Hampton stated the first year was to be used as a trial to see how the community responded with its use of the miniature golf course. It was discussed at the last budget retreat.

Mayor Hall said he also did not recall the City agreeing to purchase the miniature golf course and stated there needed to be some research of previous minutes to see if that was the agreement.

Council Member Nooe said if the City agreed to purchase the miniature golf course, then it would need to do so.

Mayor Hall said if the City did not agree to purchase the miniature golf course, then Council needed to have a discussion about it.

Mr. Vernon said he appreciated that because he hated to think about telling someone after three years of use the City no longer wanted to purchase the used miniature golf course.

Council Member Hampton asked if the senior center was rented out to the public like the other recreational centers were.

Mr. Vernon said no. The Boone Road Community Center (CB Hut), Bridge Street Recreation Center and the Eden Room within City Hall were the three facilities rented out to the public. The shelter at the senior center was available for rent but they did tell the citizens there were no restrooms available at that location.

Council Member Hampton said that was something the City needed to look into as there needed to be a restroom available for children who were playing at that location.

Council Member Carter asked if the camping facilities at Freedom Park had been used.

Mr. Vernon said those facilities were not being used at the present time due to COVID-19 restrictions.

Council Member Hampton said it was being utilized prior to COVID-19.

Mr. Vernon said it was used by a lot of parents when tournaments were being played at Freedom Park.

Council Member Hunnicutt asked if the department had kept detailed records in regards to how many days per year the ballfields and recreation facilities were being used.

Mr. Vernon said the department used a calendar book to keep up with the facility rentals. The Freedom Park ballfields had already been rented for 2021 with tournaments starting in February if COVID-19 restrictions allowed it. Even though some surrounding areas had been allowing tournaments at their facilities throughout the pandemic, the City had chosen to be compliant with the governor's orders.

Council Member Hunnicutt said the City needed to ensure it had good records as the booking might not reflect the actual use of the facilities. He had been told how some groups that put together softball tournaments would book up all of the fields in the surrounding areas and only go with the field where the most participants had agreed to come to.

Mr. Vernon agreed. He said he had recently spoken to the recreation departments at Reidsville and Summerfield and they had been treated the same way. Some places required deposits and that was something the City had never required. While he was unsure if it was a good idea or not, he suggested that if someone made a habit of not using a facility after they booked it, the City could require them to pay a deposit going forward.

Council Member Hunnicutt questioned how often some of the older ballfields were used and just wanted to ensure the City kept good records of use of its facilities. He wanted them to have the right priorities in the right locations.

Council Member Ellis said it was very important that as athletic practices started back up, City staff needed to monitor the gates instead of having other people monitor the gates for the City. While the City could allow people to use its facilities, City staff needed to be a part by being there while they were being used for safety's sake. Eden was known for the facilities it had. It was important to keep them safe for their future.

Mr. Vernon said the City needed to be safe and added that when tournaments did start back up, staff would continue to maintain sanitation.

Council Member Ellis said the Parks and Recreation Department had always done a fantastic job and he looked forward to all of its events. The weekend softball events brought in a lot of money.

Chief Simpson said the command staff for the Police Department had scrutinized the budget and narrowed down what the needs were. The first request was to replace the 2014 F-150 animal control truck, which had 150,000 plus miles, due to issues they were experiencing with it. The department, along with Fleet Maintenance Superintendent Jason Barnard, had considered replacing the truck in the current fiscal year's budget when it was established in 2020, but had decided to wait until the next time the department conducted its vehicle replacement plan. The truck had since developed some issues, such as low oil pressure, cooling issues and electrical issues. In addition, the lift gate at the rear of the truck that was used to assist the animal control officers (ACOs) had begun to have issues. The truck operated almost seven days a week, 365 days a year between the full-time and part-time officers. It was averaging 25,000 miles a year and the cost to replace and outfit it would be \$40,203, which included the equipment and light package for the officers' safety. If the existing safety equipment could be used, the price could possibly be less. Secondly, Chief Simpson requested two K9 replacements as they would like to have one K9 per shift. Over the last seven months, two of their four K9s had developed health issues, leading them to forced retirement. K9 Jinx, a Labrador retriever, assigned to Sgt. Stepps had developed health issues and was only working as needed until the City could get him a replacement. K9 Archer, also a Labrador retriever, had been out of service since September 2020. Based on recommendations from Dr. Jerry Boothe of Eden Veterinary Hospital, K9 Jinx and K9 Archer needed to retire due to their health issues. The cost for two replacement K9s and the necessary training that would be required would be \$22,630. The department had experienced great success with their K9s, with most serving nine years with the department; however, K9 Jinx and K9 Archer had only served seven years with the department. Dr. Boothe had agreed to go with department staff to ensure the City was buying a quality animal as a replacement. Thirdly, Chief Simpson requested the replacement of 10 tasers as part of the maintenance program for equipment within the Police Department. In FY 2015/16, the department conducted taser replacements and issued the existing tasers they had to detectives and personnel within the department, which allowed every officer to have a taser if needed. While those tasers had been maintained with the purchasing company throughout the years, they were now completely past the end of their life and were no longer serviced or repaired by the company. The estimated cost to replace 10 tasers would be \$12,515. The total requested amount for the Police Department was \$75,350.

While every department felt like they were in need of additional personnel, Chief Simpson said he would not be making the following request if there were not a need for it. He asked Council to consider creating a new, non-sworn position in the Police Department called an evidence custodian or technician. Over the past 15 years, changes in DNA and evidence handling, such as the seizure and disposition of evidence, had made it clear of the need to staff the evidence room fulltime, which the department was currently doing with a sworn officer. Each piece of evidence that came into the department had to be logged in, maintained, catalogued and signed out if it left the evidence room. If needed, the custodian would have to testify in court as to the chain of custody. Any evidence sent to the State's lab was also handled and transported by the custodian, which occurred at least once per month. The N.C. Justice Academy taught that for every piece of evidence that came into the evidence room, the department should be looking to dispose of a piece of evidence. Unfortunately, there had been several years where that did not happen within the department. As a result of that, there was a backlog of evidence that needed to be disposed of, which must go through the district attorney's office and a judge before it could be disposed of. Beginning May 1, the N.C. League of Municipalities (NCLM) would be offering an accreditation program for law enforcement officers called Risk Review. Once completed, a 14 percent reduction in insurance costs would be attained. After looking into what it would take to complete that course, it became clear that the evidence room was a major factor in obtaining that accreditation. He stated that it was no fault of anyone in the past as every agency in the State and country was facing the same protocol. The department wanted to ensure they disposed of evidence properly in accordance with the law and maintained room for incoming evidence. The department had been able to dispose of many pounds of narcotics and were currently going through firearms housed in the evidence room that could be disposed of. Unfortunately, the sworn officer now overseeing the evidence room was off the street, unable to perform his sworn duties. The City of Reidsville incorporated the same type of position eight years ago and was what the City's Police Department had based their job description on. The pay scale for the position would be the same as a law enforcement officer, as it was part of a technical field. The job would be very important as it would require training to help maintain custody of evidence that could prove someone's guilt or just as importantly, someone's innocence. He welcomed any member of Council who was interested to tour the evidence room

and see the process and space they were working with.

Council Member Carter asked if the two K9 replacements would be sent back to the same two K9 officers or if they would be given to new K9 officers.

Chief Simpson said the price included training of new handlers. Generally, a K9 handler would stay with the K9 until its retirement. However, the department had not gotten that far yet as to whether the existing K9 officers wanted to continue with another K9. Typically, after being a K9 handler for so many years where the position tied you to the job 365 days a year, the K9 handlers were ready for a change. The possibility was there but the price of the K9 replacements did include training of new officers.

Council Member Hunnicutt asked if there was a possibility that Eden and other cities within the County could consolidate and centralize their evidence and staff into one evidence location. He understood it might require more staff and possibly higher paying roles, but since it was a highly specialized and important area, he speculated if others might be able to benefit as well if they were not the same size and budget that the City was.

Chief Simpson said it could be a possibility in the future. However, while the department worked great with all of its partners within the County, there was an ownership of evidence. The chain of custody of evidence was more important than ever as it involved someone's guilt or innocence. He gave the example of how the handling and packaging procedures of evidence could tamper with someone's guilt or innocence and therefore, it was something each department wanted to maintain strict control of. In addition, the department had guidelines issued by the State that they had to follow in regards to evidence handling. The department was also required to conduct an audit of the evidence room once a year and whenever department heads changed to ensure nothing was missing and that the proper protocols were in place and being followed. The protocols were not because the City had experienced issues, but rather it was to show the department was being diligent in adequately maintaining the chain of custody and evidentiary value of the evidence. They wanted to make sure they were doing it right and by the proper guidelines.

Council Member Moore asked if the price of the replacement ACO truck included the price of the lift gate for large animals.

Chief Simpson said yes. The current lift gate was in use on its seventh or eighth vehicle and the City had certainly gotten its money and use out of it. The cost of the truck included everything needed to outfit the truck. Chief Simpson added that the ACO position was just as important as any other position within the Police Department.

Council Member Moore said he recalled constantly hearing the ACO being paged over the radio system when he worked for the Fire Department, validating they worked nonstop.

Chief Simpson said that was the most continuous day-to-day job the department had and it was a very intricate part of dealing with the community in a positive way. The officers worked hard to adopt animals out and locate owners.

Council Member Moore said the ACO was the last person that many people would see representing the Police Department with an animal and it needed to be a positive experience.

Chief Simpson said the department missed former ACO Ed Paisley and his great rapport that he had with the community. However, Mr. Paisley's replacement, ACO Jeff Overby, had moved into the position from another department within the City and staff was continuing to hear positive things.

Chief Harden said the Fire Department had a request to hire eight full-time firefighters: two per shift at Station 4 (totaling six), one training and retention captain, and one relief driver. Having one relief driver per shift would help handle time off for the other employees. The hope was to be able to hire firefighters through the SAFER (Staffing for Adequate Fire and Emergency Response) grant. The department received 582 calls in

2020, of which 471 of those calls were paged out to volunteers. Out of those 471 calls, 28 percent had zero volunteers respond and 87 percent had three or less volunteers to respond. Only 61 of those calls had three or more volunteers to respond. He was asking for consideration to pursue the SAFER grant.

Council Member Ellis asked Chief Harden to explain the grant.

Chief Harden said as of that morning, the grant process had not yet opened up, but he expected it to be open by the end of the month. It was similar to the COPS (Community Oriented Policing Services) grant where manpower was paid for by federal sources for four years, declining each year. After the fifth year, the City would have to take over the funding.

Council Member Hunnicutt asked if it was a four-year grant.

Chief Harden said yes.

Council Member Carter said he felt it was a great way to staff the department.

Council Member Ellis asked how many firefighters retired in the previous year.

Chief Harden answered two and stated they were Chief Tommy Underwood and Operator Joe Powell.

Mr. Dishmon said the Solid Waste Department wanted to request a knuckle boom, at \$165,000, to replace the one currently in operation that was 10 years old with over 120,000 miles. The Fleet Maintenance Department wanted to upgrade its 41-year-old fuel tank system that had cost the City approximately \$27,000 over the past three years just to maintain. The cost was \$400,000, which included the shelter, tanks, canopy and new operating system that fed the information back to Fleet Maintenance for them to determine the recipient of the fuel. It would be a turn-key operation as the company would remove the old tanks, install the new tanks, build a shelter and close up the existing hole in the ground after verifying it was legal to do so by the Department of Environmental Quality's (DEQ) standards. The new tanks would be above ground tanks that were self-storing and double-walled to hold its own capacity in the event of a leak. The City's Municipal Services was currently operating on a program that the IT Department determined was no longer eligible for maintenance. The work order program for the warehouse that was used to inventory the parts for all of the departments within Municipal Services would quit working if the current system crashed. If the City decided to upgrade the operating system at Municipal Services, it would need to be done alongside the upgrade of the fueling system. Financially, it was more beneficial for the City to own its own gas tanks than to buy it from local gas stations as the City did not pay a tax on it. The City was averaging roughly \$1.83 per gallon and using 95,000 gallons of fuel per year. However, during the COVID-19 breakout, some dropped down to \$0.90 per gallon. Due to the work involved with outfalls, the EPA and water and sewer issues, Collection and Distribution wanted to invest in a track hoe with a bucket and a mulching head at a cost of \$250,000. The track hoe would allow material to be ground up on site. When only using the backhoe, staff would have to put the material in a dump truck, haul it to the yard and then pay to have it disposed of again when the City grinded brush. The skid steer that the department was also requesting would have a mulching head as well, costing \$130,000. Both units could be used to help clean outfalls as well as other jobs within the City. The department was asking for a chipper as there were some places where equipment would not fit and the wood had to be manually cut. Lastly, the department requested the replacement of 10 flow meters, which would cost \$35,000. The meters were currently operating on an outdated 3G network and installed in places where the City had a lot of inflow. The information was logged and then staff would attempt to locate where water was getting into the sewer system. Out of all the requests of Municipal Services, Mr. Dishmon stated the most important one was the upgrade of the fueling system. One of the vendors he consulted with gave an estimated fine cost of \$1 million if the current tanks were to leak. He added that the tanks had already been lined once over the past 41 years. Mr. Barnard pulled permits annually to ensure the tanks and monitoring wells were working properly, costing the City roughly \$10,000 each year.

Council Member Ellis asked if the City would be fined if the tanks were found to be leaking when they were removed during the replacement process.

Council Member Hunnicutt said yes. It was definitely something that needed to be a priority for the City. If they were to be leaking, the Department of Environment and Natural Resources (DENR) would require the City to clean it up. He had previously dealt with a case involving a large industrial tank where the cleanup cost over \$1 million.

Council Member Ellis asked if a leak would show up on the City's measuring sticks.

Mr. Dishmon said Mr. Barnard monitored it and while there were no issues today, things could quickly change tomorrow.

Council Member Carter asked if a tightness test had been performed on the system.

Mr. Dishmon replied yes.

Council Member Hunnicutt asked how much was spent each year to have the system checked.

Mr. Dishmon answered between \$10,000 and \$11,000 for the upkeep and permit, in which those fees would be eliminated with the new system.

Council Member Carter said most contamination was found around the pumps.

Mr. Dishmon said they had filters on the pumps that were changed once a month and cleaned at least every other year to remove any rust.

Council Member Carter asked what the downtime would be for the replacement.

Mr. Dishmon said he did not have a timeframe yet. Municipal Services had a different location in mind for where they would want the new pumps to be located. He imagined they would have the new system installed and in operation before shutting the old system down. That would eliminate City staff from buying fuel at local gas stations at a higher price. However, there were two vendors in town, Carolina Fuels and J-Mart on Virginia Avenue, that the City could utilize as a backup for fuel purchases if ever needed.

Mr. Shelton said he had capital outlay requests for the Water Plant, WWTP and sewer construction. To begin with, the Water Plant was requesting a new Cla-VAL pump control valve on the service water pumps in order to control water hammer. The valve would replace the 44-year-old Willamette valve, which came with the plant when it was built in 1977, on the 9 MGD service water pump. The new valve would be critical to better controlling water hammer in the distribution water mains and lateral piping. The two 12 MGD service water pumps already in place had been fitted with the newer designed Cla-VAL pump control valves and had helped reduce water line breaks by at least 60 percent. The plant recently had to run the 9 MGD pump when one of the other pumps were out of service and as a result, the City saw an increase in water line breaks. Ultimately, it was a priority to save money for the Collection and Distribution Department in call-outs for extra labor needed to make repairs. The Willamette valve had reached the end of its service life and no longer provided the protection that newer, slow closing valves did. The slow closing valves took approximately four minutes to open and close, severely limiting water hammer when pumps were started and stopped. The installed valve costs \$75,000, which would likely be paid for over its service life in less customer inconvenience resulting from broken water lines, repair parts and reduced overtime labor to complete such repairs. Additionally, the Water Plant Variable Frequency Drives (VFD) for the 12 MGD service water pumps that were installed in 2009 needed upgrading. The drives were now 13 years old and had reached a point where parts and service might be difficult to obtain without the needed upgrades. If both VFDs were upgraded at the same time, the manufacturing company agreed to perform the upgrades for \$73,100. The drives cost \$250,000 each when they were put in and if the City let the technology get outdated, it would cost much more down the road. The cost to have technicians work on the VFDs was roughly \$2,500 per day. Conducting preventative maintenance at the present time to prevent the VFDs from getting in bad shape would prove to be cost effective.

Mr. Shelton said the WWTP was requesting a peracetic acid disinfection pilot study to be conducted.

Previously, an Occupational Safety and Health Administration (OSHA) inspector examined both the Water Plant and WWTP, in which the City received a 28-page report back for each plant mainly addressing hazardous materials on site, primarily the chlorine gas used for disinfection at both plants. Long term, the City would like to move away from using chlorine gas at the plants. Peracetic acid was a new type of disinfection that was used in Europe and was recently adopted in South Carolina. It did not have any byproducts that went back into the river that could be harmful to fish or wildlife. Instead, it was added to the discharge water in which it would react and then disinfect until it was gone. The City would be the first facility to use the system in N.C., which would require the conduction of a pilot study on the feasibility of using it at the City and its effectiveness, costing \$40,000. If the study were to achieve positive results, the State would have to approve it and could then be followed with design and construction. The total cost of the construction and the pilot study would be \$140,000, likely split over two budget cycles. Secondly, the WWTP was requesting to replace a grit blower for \$7,000. There was an aeration chamber in the influent structure at the WWTP where grit blowers would inject air into it to help oxidize incoming materials in order to make them easier to treat in the plant. The City had been repairing and replacing the blowers, but were now at the point where it needed to have one as a spare for when the current blowers could no longer be reconditioned. The New Street sewer improvement project involved a new pump station that would cost \$997,000, in which the City had obtained a grant for the entire amount. There was a power line within 200 feet of where the pump station would be constructed and unfortunately, it was a high transmission line that was only used for industrial facilities and therefore, the City was not eligible to hook onto it. It could cost the City as much as \$40,000 to generate power to the facility. Lastly, the City used to have a program for inflow and infiltration repairs called the Sewer Find and Fix It Program where the City would set aside \$50,000 a year for conducting sewer repairs found with its video camera equipment. The City would then use its own forces to make the repairs, using the money to buy the needed materials. He requested reinstating that program in the upcoming fiscal year.

Council Member Hunnicutt asked Mr. Shelton if the City found the program to be a cost effective investment.

Mr. Shelton said it was convenient to make repairs without having to use contingency funds. The City was currently doing its best with the EPA remediation plan to get everything in the best shape it could, but the program would be an extra reinforcement to have money set aside to make repairs to lines that were not covered by the remediation plan.

Council Member Nooe asked if the program was in addition to the 10 percent of lines the City was supposed to inspect each year or if it was in conjunction with that percentage.

Mr. Shelton said it would run in conjunction with it. If a needed repair was discovered while performing the yearly inspections, it would be nice to have the capability and funding to make the repairs if it was not too large of a repair.

Council Member Nooe asked if the City was mainly identifying 10 percent each year and not necessarily fixing those areas.

Mr. Shelton said when the City conducted the annual inspections, it mainly consisted of verifying the lines were still good. If a problem were to be discovered where inflow or infiltration was getting into the system, it would give the City the opportunity to quickly respond and fix it.

Council Member Nooe asked if the cost of materials for the peracetic acid would be similar to the cost of the chlorine gas that was currently being used.

Mr. Shelton said gas chlorine was definitely the cheapest but its programs had to be maintained, such as the Process Safety Management Program driven by OSHA that protected employees, and the Risk Management Program driven by the EPA that protected people on the outside. The programs had been in place since roughly 1997 and the City had passed all of the inspections, but the programs would be eliminated with the peracetic acid. The new OSHA inspector had taken a much more focused look at the rules and regulations and thus, the City was looking at updates to the programs to make it more compliant. One way to do so would be to move away from gas chlorine and convert over to a bleach product at the Water Plant. The peracetic acid would

have an annual cost of roughly \$40,000 to \$60,000, which was a little more than the gas chlorine, but it eliminated the hazards.

SERVICE LEVEL CHANGES AND/OR SPECIAL PROJECTS:

Mr. Dougherty stated the City purchased the New Street site a few years ago. At that time, there was a lot of interest in data centers, but that concentration diminished over time. Therefore, the City had a 204-acre site that was not developed, which did not attract attention when presented to people. Ms. Stultz, Ms. Gilley, Rockingham County's Economic and Tourism Development Director Leigh Cockram and himself had discussed potential industrial sites and decided to go with the existing City and County owned New Street site for development rather than pursuing the Buist property that was for sale. The plan was to seek a \$2 million Economic Development Administration (EDA) grant in order to begin site development on parcels within the western 15 acres of the site. Engineering firm SM&E had provided a Preliminary Engineering Report (PER) which was a requirement to apply for EDA grants, but would need to be modified to accommodate EDA standards. The cost to do so would be around \$3,000. The initial development of the site would provide the City and County with two viable properties that could be effectively marketed to prospects. One site could accommodate a 40,000 square foot building and the other could accommodate a 120,000 square foot facility. When comparing the cost of the project to other developments that had occurred in the County, such as the Reidsville Industrial Park development, there was not much difference considering there was a 20-year gap between the two developments. The City of Reidsville was in a partnership with the County when the Reidsville Industrial Park was built. They were also able to receive grant money to help fund the project. The net cost per acre for the Reidsville Industrial Park's 59.5 acres was \$151,931. When looking at the potential cost of the New Street project, considering acquisition and development costs minus the grant and County contribution, the cost per acre for the project would be \$154,671. Mr. Dougherty gave the example that if the project cost \$5 million to develop, after deducting the \$2 million grant, the City would need to borrow \$3 million, which when split with the County would only equate to \$1.5 million on the City's behalf. After talking to the Finance Department, the debt service would be \$184,936 over 10 years or \$134,911 over 15 years. However, there were some issues with Eden because of its location as well as some issues with the site itself, such as the neighborhood leading into the site. There was also a small distance that had to be traveled from the site before approaching a four-lane highway. It had not posed a problem for Carolina Freightways who constantly moved inventory for Gildan Yarns through that area. Fortunately, the City had not received many complaints from the existing industry near the New Street site location. The City received a grant of almost \$1 million to upgrade the sewer on New Street. Automation had made a tremendous impact on industries, which was both good and bad. For example, when MillerCoors opened in 1978, it employed 1,000 people but when it closed in 2016 it only employed 575 people, due to the increase of robotics. Gildan Yarns employed between 300 and 400 people 20 years ago but employed less than 100 people today because of automation. Mr. Dougherty spoke of a project he was aware of that was \$40 million in investment but would only employ 100 people. However, those employees would make an annual salary of \$70,000. So, while automation may reduce the number of employees an industry would employ, it would equate to higher salaries. Mr. Dougherty said that would likely be the situation with the New Street site as the industry that located there might not employ a large amount of people, but it would provide a higher salary for its employees. The New Street site development was contingent on the EDA grant as the City and County were not able to proceed without some assistance from a grant or other funding source that could be secured. City staff planned to meet with Nestle Purina executives in the upcoming week to obtain some assistance with reaching out to their supply chain vendors to see if there was any interest in locating to Eden as well. If the City did not develop the New Street site, the only area the City had to offer was one 12-acre site. Mr. Dougherty said product development was a problem for the entire Southeast. He was a member of the N.C. Economic Development Association's (NCEDA) Legislative Committee and one of the main topics the committee was discussing with the State was product development, such as shell buildings and infrastructure, as there were very few places where someone could build shell buildings that were quickly purchased. Between the potential with Nestle Purina and other companies that located to the Mega Park, the New Street site would be a good investment for the City. There were not any other alternatives available for industry in the City. There had been discussion regarding the French Farm but the availability of that property would not be known until December and it also had issues with rock. While there were some other sites, they were in more of a remote area than the New Street property.

Council Member Ellis asked if staff had considered accessing the New Street property from a different direction.

Ms. Stultz said the City's thoroughfare plan had been considering another option for the past 50 years, which included an extension of Harrington Highway that would go east and come across the New Street site. However, building a bridge cost a minimum of \$12 million to \$15 million. There had been discussion with the County's transportation group and the Rural Planning Organization (RPO) but unfortunately, there was a lot of wetlands. Where the road was currently located on the City's transportation plan, it would go through the coal ash landfills after coming across the river. Ms. Stultz was hopeful the City could get its comprehensive transportation plan updated in 2022 by DOT. While it would be a great option to complete the west/east connector, the City needed to begin planning for the future. In the past, DOT had never given the City enough points on its scoring to warrant access to highways or better roads. Regrettably, the City and the County did not have the resources to provide that access on their own. However, Ms. Stultz stated that if something of significant magnitude were to locate to the property, the State would likely provide the funds for what needed to be done.

Mr. Dougherty said he recently read about the completion of another sector of the Greensboro Urban Loop. The interesting aspect was that the planning for the urban loop began in 1969, signifying that projects took time to complete.

Council Member Carter said he was in favor of an idea that Council Member Hunnicutt had previously mentioned, which was having railroad access to the New Street site.

Mayor Hall stated the initial development of the 15 acres was going to cost roughly \$5 million. He questioned if the initial development cost per acre would decrease the cost to develop the remaining impervious 45 acres.

Mr. Dougherty said because there was a road coming into the site, he felt it would certainly help.

Mayor Hall questioned if the \$5 million development cost was for grading the site and getting it pad ready. If so, he stated the City would be looking at that same cost in the future to prepare the other 45 acres for development.

Mr. Dougherty said the hope was to get the site started, which would be followed by other companies interested in locating to the park. It currently was not easy to market a piece of property that just had trees on it.

Mayor Hall stated the map showed a total of 15 developed acres. It appeared the front of a building would be on five acres or less. Considering how difficult it had been to market the City's current 12-acre site, he questioned how successful the City would be in marketing a smaller site.

Mr. Dougherty agreed and said the map was a proposal by the engineering firm but could certainly be modified. He suggested offering it as one site with room to expand.

Council Member Hunnicutt questioned if staff had investigated what the additional costs associated with servicing the site would be.

Mr. Mendenhall said it would be included in the updated PER. Sometime during the first quarter of 2021, it was believed that there would be a stimulus, similar to what occurred in 2008. The City was trying to be timely by understanding the nomenclature of 2008, which was being shovel-ready along with the American Reinvestment Recovery Act (ARRA). During that time, existing funding agencies were used, such as the EDA, CDBG, EPA and DOT funding mechanisms. Money was pushed down to localities from President Obama's 2008 stimulus program and the current thought was that the EDA grant application would be funded with stimulus money. If a small to medium sized company located to the site, the City would not be looking at a large service request. However, if a larger company and user were to locate to the site, tying into the Covenant Branch line, the force main would possibly have to be upgraded. It all depended on the occupant of

the site. The updated PER would give an idea of how much sewer capacity there was at the former MGM Warehouse as sewer would be the controlling factor at the pump station or more importantly, in the Covenant Branch line itself that ran from the Covenant Branch Pump Station on the east side of the former Fieldcrest farm to Edgewood Road on the west before ending at the plant on Mebane Bridge Road.

Mayor Hall thanked Mr. Dougherty for the research he had conducted on the project.

Mr. Mendenhall said due to the unknown of how stimulus would manifest itself, City staff had developed a list of potential applications to have ready for when grants opened up. To begin with, Mr. Dougherty discussed the plans to request EDA funding for the development of an industrial park on New Street. The second application would be for streetscape improvements and resurfacing. Some stimulus funds from the ARRA in 2008 allowed for some resurfacing and the hope was that DOT might have that same funding available for streetscapes or pedestrian access as well. The third application concerned utilities involving four areas. The first would involve ASADRA (Additional Supplemental Appropriations for Disaster Relief Act) funding if it were not to be ascertained in February, which would need to be the City's top priority. The second area would be the rebuilding of the North Basin WWTP due to its non-concrete bottom. The reconstruction would be needed in order to handle sufficient flows that would require both the North Basin and South Basin to be used. At the present time, the North Basin was the only one being used as the South Basin was empty. As long as the City was experiencing low volumes of flow, the plants could be easily switched to accommodate the upgrading of the North Basin. Before the City had heavy industry come in requiring both basins, the North Basin needed to be rebuilt.

Council Member Hunnicutt questioned why the City would not abandon the North Basin WWTP since the South Basin WWTP had a 21 MGD capacity and the City's current capacity was less than 3 MGD.

Mr. Mendenhall said it would change the City's permit status and disable the City from being able to sell that amount of sewer to the Mega Park. The City currently did not have the needed revenues to fund that type of spend request. The third area was a multi-million dollar request that involved the Covenant Branch force main that would soon need some attention. Finally, there were some ductile iron water lines that were inner-dispersed throughout the City that degraded water quality. He added that not all of the utility projects would be under utility stimulus and therefore, the City would need to be innovative in the way it found the qualification mechanisms for those projects. The third application would be for public facilities. Previously, greenway projects were funded with ARRA stimulus funds from 2008. There was the potential to do another greenway in which the City would possibly have to match the funding provided. However, the Parks Commission could provide its input and then the City could proceed accordingly. In addition, there was the potential for available funding for a multiuse facility in the Uptown Eden area. Because community center type projects were funded in 2008, there was the possibility of available funding for a community center type project for Draper Elementary School in conjunction with the School Board. Finally, the last application would focus on resiliency. In 2008, energy efficiency was the key term as gas and energy costs were much higher then compared to present time. However, it was suspected that resiliency would resonate this year. If that did become the case, peracetic acid would likely be a good project to consider as it helped the public's health by eliminating chlorine and enhanced the environmental health of the river by the removal of chlorine by-products. Additionally, there might possibly be environmental health grant writing that could be used for the fleet fuel system at Municipal Services.

Mayor Hall said he hoped funding would be released especially if some of the proposed laws were to be passed, such as the minimum wage increase, as it would impact the funding of projects for not only Eden but most small towns.

Mr. Mendenhall said City staff would notify Council of anything being applied for. The stimulus package would be a moving target until it was passed with a funding window likely not opening up until late summer or the first of fall.

Council Member Hunnicutt asked if City staff was working on any of the preparations for funding applications. He gave the proposition that if the opportunity to apply for greenway funding came to fruition,

was the City prepared to proceed.

Mr. Mendenhall said the City had a greenway master plan but he did not recall it including a list of priorities. It was a good idea for the Parks Commission to gauge some public input to see where those priorities might be in order to make a recommendation to Council. To answer the question, no. They did not have a good handle on streetscapes, greenways, sidewalks or pedestrian ways, so they would have to do some legwork.

Council Member Hunnicutt said the funds were not going to appear overnight but as the City started seeing things moving in that direction, he suggested it be looked further into at that point.

CAPITAL PROJECTS:

Mr. Shelton said the capacity at the WWTP was 13.5 MGD and the City was currently flowing approximately 2.7 MGD through it. The hope was that the City would be able to recruit an industry that would increase that volume through the plant. That was why the reconstruction of the North Basin WWTP was considered when stimulus money was being discussed. The engineering work on the South Basin WWTP was completed in 1993 and could easily be mirrored to accommodate the North Basin WWTP, enabling a quick completion of construction.

Mr. Shelton said in regards to the EPA-AOC remediation plan, the City currently had four contracts that were funded and moving forward. They had been delayed due to the projects coming in over budget at \$48 million when the City only had the funds to support \$33 million in costs. After entering into negotiations with the contractors, the City was able to move most of the major projects into four contracts that equaled \$28 million. However, the City had two major projects, the rehabilitation of the Junction Pump Station and the Smith River siphon replacement, that were put on hold due to the release of ASADRA funding that was based on resiliency and the ability to protect facilities from flooding situations. Since both of those projects fit into that category, they were withdrawn and pursued with ASADRA funding. The first round proved to not be successful for the City, but it was able to score 10 additional points when it prepared the second application for resubmittal in late 2020. The hope was that it would give the City a better chance at receiving both grant money and low interest loan funding for both projects, which together totaled \$7.2 million. Since the City was still under an EPA order, it would add some additional points to the City's applications due to the fact Eden was the only place in N.C. under that type of order. If funding was not secured by that manner, the City would enter into negotiations with the EPA in regards to the option of being placed under the control of the State Division of Environmental Quality. Otherwise, the City would ask them to consider extending the AOC to allow the City to complete the two projects at a time when the City could afford to do so. Mr. Shelton stated the work on the remediation plan was moving forward quite well despite unseasonably wet weather and COVID-19, which had caused some delays in the retrieval of materials. Most all contracts were at various stages of completion ranging from 30 percent to 60 percent. The City was currently a little over a year from completing the necessary work to meet the original AOC deadline of February 28, 2022, but Mr. Shelton felt the deadline would be met based on the City's current rate of progress. City staff met with engineering firm W.K. Dickson in regards to how the City would proceed if it failed to secure funding. One option would be the stimulus packages depending on how the stimulus money was distributed.

Mr. Shelton said the Massood Family donated a 25-acre property to the City that sat behind MGM Warehouse and was adjacent to the river. After working on the project for two years, both parties came to an agreement that was mutually satisfactory. Roughly 13 acres of the property was in the floodplain, leaving 12 acres that the City could build something on. The City had secured a grant and completed all of the design work for a pump station to be built on the property that would provide sewer to the existing warehouse facility already there, eliminating the need for the prevailing two pump stations in that vicinity: the New Street Pump Station and the Weil-McLain Pump Station. The new pump station would have a capacity of at least 250,000 gallons per day. It was not large enough to service a water-intense industry if one were to be recruited for the adjacent property in the vicinity. Staff expected to be able to receive bids for the new pump station in March followed by a request of Council to award the bid, enabling the construction of the pump station to be completed before the end of 2021. The original thought was that the pump station could be built with grant money that the City was given, but it became a question as to whether Duke Energy could access the area to install power. The

plan was for City forces to clear the right-of-way and construct a gravel road leading to the pump station area at which time Duke Energy could install power, hopefully for no more than \$40,000.

Mayor Hall questioned if the price for the entire project was \$990,000.

Mr. Shelton said because the City had planned to apply for a \$1 million grant, he asked the engineering firm to design the pump station as large as they could based on the \$1 million price.

Mayor Hall said if the City had to spend \$40,000 to complete the project, that would be a minimal price compared to the overall cost of the project that was being funded with grant money.

Council Member Nooe questioned how many gallons per day would flow through the new pump station based on the current flow that would be rerouted to the new pump station.

Mr. Shelton said the Weil-McLain Pump Station was flowing approximately 30,000 gallons a day and he estimated that the New Street Pump Station that was servicing the nearby residential area was likely flowing around the same amount. If the warehouse were to be occupied with workers, Mr. Shelton said it would also likely flow around 30,000 gallons a day through it. In total, he estimated roughly 90,000 gallons a day or less would flow through the new pump station.

Council Member Hunnicutt questioned if the City would have to look at upgrading the New Street Pump Station if the New Street industrial site were to take off and attract a large water and sewer user or if the existing sewer line leading from the pump station to the Mebane Bridge WWTP would be capable of handling the increased usage.

Mr. Shelton said there was a lot of erosion in the sewer line at the New Street Pump Station due to domestic sewer flowing through it. The top of the pipe was subject to corrosion by acid if it were not to be running full and therefore, that pipeline would need to be replaced at some point in the future by installing a new pipeline starting at the pump station going towards Edgewood Road. If the City were to land a new user with more capacity than what it currently had, the City could either add on to the pump station being built or it would need to build a new pump station. The original thought when approached with the donation of the property was to build a small WWTP on the east side that could benefit the Mega Park or any future development in the area; however, the cost of a new plant was roughly \$10 million per million gallons a day of treated waste water. Therefore, the City was financially better off to reconstruct the New Street Pump Station by installing force mains and pump stations than to try to build a new treatment plant.

GOAL SETTING:

Mr. Mendenhall said there had been several submissions from members of Council in regards to goals they had for the City for the upcoming fiscal year.

Council Member Moore said he was a member of the County's Solid Waste Committee and was aware that there would be an increase in the landfill's tipping fees. Because people were continually placing large items, such as furniture and appliances, at the curb to be picked up by the City, he felt it needed to be addressed before it got out of hand. He suggested the City consider charging people to dispose of such items in order to offset the tipping fee that the City was going to be paying to the County. Next, while the City did a great job picking up leaves throughout the City, Council Member Moore suggested setting a timeframe for the collection, such as between the months of November and February rather than collecting them year-round. Lastly, he recommended installing hand sanitizer stations in the downtown areas; five on Washington Street, three on The Boulevard, two on Fieldcrest Road and one on the Cook Block. The expense would be minimal but it would create positivity and safety measures for the citizens.

Mayor Hall commented that he liked the hand sanitizer suggestion and recommended installing them at heavily-trafficked areas, such as the greenway.

Council Member Ellis questioned if the Solid Waste Department should be asked to submit a daily report on the items they were picking up.

Council Member Moore said it would have to be some time of report established to show what items needed to be charged for.

Council Member Nooe said the only issue he had in regards to the additional solid waste pickup fee was the concern that the items would end up in someone's backyard or on vacant property in order to avoid paying the additional fee.

Council Member Moore said it could be a pay-as-you-go method. He referenced an instance recently on Front Street where it appeared the City was being taken advantage of based on the amount of items that were being put at the curb in that location.

Mayor Hall said he had talked to Mr. Mendenhall about looking at the issue from some different angles as far as not paying each time something was placed at the curb for pickup but possibly limiting the number of times the City would collect the items before charging a fee. There was a range of inconsistency amongst citizens as there were some residents who abused the service by placing items at the curb each week and others who never placed anything at the curb to be disposed of; however, they were all paying the exact same garbage service fee. He also said Mr. Mendenhall was going to look into the leaf schedule considering the City collected leaves on a better schedule than larger cities did and it was overkill.

Council Member Hampton said she noticed that most properties that seemed to be abusing the garbage pickup service were rental properties. While she personally utilized the services by placing tree limbs at the curb to be picked up, she did not place large items at the curb. She also lived near an apartment complex where the residents had lived there for years and never placed items at the curb. However, there were other apartment complexes where people frequently moved in and out, placing their unwanted furniture at the curb quite often.

Council Member Moore said that was something the landlord and renter would need to work out amongst themselves.

Council Member Hampton said some of her goals had already been addressed in regards to parks and recreation. She was glad that Council voted to establish a Parks and Recreation Committee at the January Council meeting as it would help meet the needs of the parks. The Planning Department had done a great job on their condition evaluations of dilapidated buildings throughout the City as well as properties that were in violation of the nuisance abatement ordinance. Shell building availability was also one of her goals and although discussion had already occurred earlier in the budget retreat regarding that, she had noticed available land that was close to the Berry Hill Mega Park, previously home to the Webster Brick Company years ago, that she felt would be potential land for a shell building. When the discussion of the splash pad came about, there was talk about adding to Freedom Park each year. After children aged out of the skating rink stage, they were not doing anything; therefore, she saw it as an opportunity to do something that would draw them to Freedom Park in addition to the existing skateboard ramp and splash pad, which were both doing well. She suggested looking into a merry-go-round, even if it called for charging a minimal fee to help provide some revenue. She liked the idea of utilizing the train tracks going through Eden by maybe offering two engines going back and forth to Danville, Va. It would offer not only transportation, but an opportunity for sight-seeing and quality time with family, as well as some additional revenue.

Mayor Hall said maybe Caesars would put a rail line in so people could ride to the casino.

Council Member Hampton said that would be a great idea. She recalled when she was a travel agent and people wanted buses to transport them to the casinos. It would bring the City something to compensate for what it did not currently have. She also mentioned working with Rockingham Community College (RCC) on teaching trade classes, such as plumbing, welding and masonry in the downtown areas. The Draper area would be a great candidate for a location.

Mayor Hall said the buildings in the Draper area were not available as the property owners in that area were not willing to sale or lease any of their buildings. Council Member Ellis was in the process of coordinating a meeting with the Draper Merchants Association to see if he could talk to them about selling or leasing their properties, but COVID-19 had made it difficult to arrange.

Council Member Ellis said there were several vacant buildings in the downtown Draper area. While some buildings were still occupied on both ends of the downtown area, there were several buildings that were falling in. However, he had noticed that Mages Trucking was fixing up the area near their business. He would like to see the railroad depot rehabilitated similar to the one in Mayodan. He recalled a discussion he had with Council Member Hunnicutt at a recent ribbon cutting in the Draper area where they both agreed how important it was for the Draper merchants to see positivity surrounding the new businesses to hopefully encourage more business in the area.

Council Member Hampton questioned if the theater in the Draper area was unrepairable.

Council Member Ellis said no and added that nothing in that area was beyond repair. He recalled there being roughly seven churches over the past decade in the Draper area.

Mayor Hall said the Draper merchants were going to have to get together as that area would be the first place people approached when coming from the Mega Park.

Council Member Hampton recalled when a citizen approached Council in 2014 asking for a sidewalk to be placed on Charlie Street. She hoped the City could find a grant to assist with the construction of sidewalks in different areas, especially vicinities that were home to senior citizens.

Mayor Hall said the City had an ordinance to help with such matters. He asked Ms. Stultz to clarify that the ordinance required the neighborhood or block that was requesting the creation of a sidewalk to pay half of the cost of constructing the sidewalk.

Ms. Stultz said that was correct. She also added that there was some money from the Draper CDBG that was allocated for Front Street and Charlie Street but she was unsure of how far the funds would be dispersed at the present time. Once everything was figured out, she suggested that it might require the assistance of Municipal Services to help with the construction of the sidewalks considering that department was supposed to build so many sidewalks throughout the year.

Council Member Hampton thanked Ms. Stultz for the update and added that she would love to see that happen. Lastly, she wanted the City to continue to pursue industries that required a lot of water usage to operate.

Council Member Hunnicutt said the City's finances appeared to be better than he expected based on the audit report from January's Council meeting. He originally thought there might be a need to cease the demolition of dilapidated houses, but he did not feel that was the case at the present time. Because the Solid Waste Department was operating over budget, he suggested considering ways to operate that department more efficiently, such as imposing fees for the excessive or abusive use of the curbside pickup service. While he felt that succession planning of the Economic Development Department and Parks and Recreation Department would be addressed during Closed Session, he believed that Council needed to give their thoughts as to long-term plans for both departments. In regards to reporting processes, Council Member Hunnicutt suggested staff provide Council with a report that separated capital outlay spending from regular spending due to the large discrepancies it created when comparing monthly spending from one fiscal year to the next. He recalled how expense reporting was conducted at his previous places of employment and said the separation of capital outlay expenses made the budget comparisons much clearer. He also felt it would be helpful to Council if department heads presented their capital outlay requests for the upcoming few years at each annual budget retreat. He gave the example of the IT Department and stated it was helpful to hear not only the information supporting the need for laptop replacements in the upcoming fiscal year's budget, but also the plan to target infrastructure for City Hall in the fiscal year following. He suggested that department heads present at least three years' worth of desired capital projects to Council at each annual budget retreat in order to enable Council

to set a capital budget, which would in essence help the department heads to plan for their upcoming capital needs. It would also provide Council with the knowledge of what each department's priorities were.

Council Member Ellis said things were changing. Running a city was different in some ways and some forms than running a factory. He had not heard any extreme requests. Trying to complete the work for the EPA AOC was one of the biggest things they had had in years. He could see things getting better.

Council Member Hunnicutt replied that every department head was a college graduate and had the capabilities of knowing what their department needed at the present time as well as in the future. Council should not set the priorities for each department. They should line out their priorities for Council. It was a planning process, not chiseled in stone. It was not a negative thing. He wanted to make the process better. Not every department head voiced their top priority at the present budget retreat. He wanted to make the process better by giving department heads more latitude in being a part of the planning process. If they were not given guidance, they would likely just state everything needed whereas the enhanced process would help Council to know what the top priorities were. He gave the example of the IT Department's top priority being security monitoring when he would have guessed it would have been the laptop replacements. Council was given a huge list to review.

Mayor Hall said the annual budget retreat allowed department heads to present to Council their top three to five requests that they felt they needed the most. At that point, the department heads would budget those requests with Mr. Mendenhall. He cited the example of how Municipal Services requested a large piece of equipment at each annual budget retreat that the City could not always afford and therefore, the request would be presented again at the following budget retreat. While the department heads might not have been stating their requests in a formal plan, they were prioritizing their top requests each year as they were planning for what they would request at future budget retreats. The budget process would then determine how many of the requests could be funded in the upcoming fiscal year. However, there would be times when a piece of equipment would unexpectedly break and a replacement would need to be requested at the next budget retreat even though it was not previously requested or mentioned at prior budget retreats, as they did not know at that time they would be needing that request. That was where Mr. Mendenhall would have to work with each department head. The purpose of the annual budget retreat was for department heads to advise Council as to what their short-term and long-term goals were with more emphasis being on the short-term goals as that was what the upcoming budget would fund.

Mr. Mendenhall said staff had historically presented a five-year capital improvement plan as part of the budget. Council would receive a copy of a 10-year capital improvement plan going forward as the format had changed to a pay/go structure in order to reduce the amount of financing. The City had been fortunate to secure low interest rates in the past but there was no promise that low rates would continue. The upcoming fiscal year would be considered the first year of the 10-year capital improvement plan, which would continue to cycle. The five-year capital improvement environment was too expensive to go with a pay/go structure and therefore, staff had decided a 10-year capital improvement environment would be more beneficial. It would also allow the City to practice cost leveraging by averaging it out to something the City could afford. The capital improvement plan would be presented to Council within 30 to 45 days after staff calculated some revenue accounting and established areas where the City could move some debt savings into a capital account that was not tied to the actual financing of the equipment.

Council Member Hunnicutt said being able to evaluate capital spending versus when some of the City's debt would mature would help with knowing whether or not the City could proceed and commit to a project. According to the City's auditor, the City would see some debt relief in two years, which could accommodate some of the project requests. It was a positive process they were going through. He was trying to think longer term.

Mr. Mendenhall said Council would receive that type of information in approximately 30 to 45 days.

Council Member Hunnicutt said he did not recall looking at long-term capital spending at last year's budget retreat.

Mayor Hall replied that Mr. Mendenhall had not presented Council with the budget yet. In the past, the City Manager would explain in great detail of the budget message the information Council Member Hunnicutt was seeking. The budget message provided an in-depth analysis of the City's debt service, debt payments and year(s) it would be paid off. Because Council did not have the budget yet, they did not have that information; however, information regarding debt relief would be included in that section of the budget.

BUDGET INSTRUCTIONS AND DIRECTION:

Mr. Mendenhall stated staff was looking for consensus instruction and thoughts from Council on what was discussed and any thoughts on tax rates, fees and budget requests.

Mayor Hall said he appreciated the time that each department, along with Mr. Mendenhall, had put into the retreat and acknowledged it would be difficult for Mr. Mendenhall to formulate a budget for Council to work with given the unknowns regarding COVID-19. He was pleased there was no proposed tax rate increase or fee increase and hoped the citizens appreciated Council doing what they could with as limited a number of increases as possible. There had not been a water and sewer rate increase in the City since 2016 but people still complained that their water bills were going up. However, he noted it was not due to a rate increase but rather an increase in their water usage. Nevertheless, if the City did not begin considering a rate increase on water and sewer, it would end up in the same situation it was currently in where it would take a 10 to 20 percent rate increase all at once to catch up. He noted the more prudent way of handling that was to get on a schedule with a rate increase of one or two percent at least every other year. No one wanted to pay more, but everything cost more. While he was glad there was no fee increase proposal for the upcoming fiscal year, the City needed to prepare for the inevitability that rate increases would be happening. The City had the lowest tax rate in the County for municipalities. For many years, the manager and departments were asked by Councils to operate on as low a budget as possible in order to maintain the current tax rate. Raising the tax rate one cent would equate to roughly \$90,000 a year. In order to raise the tax rate enough to make a difference, it would require a significant tax increase. Therefore, Council appreciated staff and employees doing what they could over the years to avoid that increase. It was difficult to balance income with expenditures and it would likely result in him asking City staff to eliminate some of their requested items from the budget, but he appreciated Mr. Mendenhall being willing to do what was necessary.

Council Member Hunnicutt said staff had done a good job in the last year given the environment the City was working in and the mandates put in place by Council in regards to cautious spending. Business was increasing and so was the demand for housing and fortunately, he did not see that changing. All the indicators he saw were that business was ticking up. He thought if they did not continue to grow, they would still be able to hold their own as it related to the City. He did not feel they should go into a choke down process. Clearly there was an unknown element. He felt that Council should consider some of the projects they were presented with rather than putting a halt on all spending. While there were some areas that needed to be addressed, he hoped through efficiencies the City could address some things that needed to be done that were not considered emergencies, such as IT infrastructure and replacement of the UST fuel system. He heard some compelling arguments for staff additions. He would be receptive to those kinds of things. From his view, he did not know that they needed to choke things down a whole lot. He recommended that the City continue wise spending and improve efficiencies.

Mayor Hall asked Mr. Mendenhall to share with Council his two most important things for the City.

Mr. Mendenhall said he liked to impart to City staff that two of his favorite activities were first, making money for the City and second, saving money for the City. He added that staff would try to accomplish one or both in the upcoming budget. He agreed that the City needed to be conservative. He said the fund balance appropriated for the current fiscal year was \$1.1 million but the City could not appropriate fund balance in that manner moving forward. There were hard decisions to be made but Mr. Mendenhall stated that he had a lot of confidence in the Finance Department. He advised Council that they would receive a budget message and a prepared document similar to what they have received in the past even though the current budget retreat slightly diverged from how budget retreats were previously conducted. The capital improvement plan would also be different going forward as it moved from a five-year plan to a 10-year plan, but everything else would

remain the same, such as the dependency for conservative projections on revenues. He was pleased with the team that was in place and he looked forward to their product.

Council Member Carter said he appreciated the job all the department heads and employees had done throughout the current fiscal year. He was pleased to see the amount of money saved by departments that ultimately helped preserve the budget that was currently in place, making a big difference going forward with the upcoming budget. He also shared the goal for a long-range capital improvement plan to help Council decide where the City currently was and where it wanted to go.

Council Member Ellis thanked all department heads, Council and Mr. Mendenhall for the progress made to the City over the past year. He also thanked Mr. Shelton for fulfilling the role of interim city manager during the City's transition of leadership. He urged residents to continue to try and stay safe throughout the COVID-19 pandemic by wearing masks, socially distancing and washing their hands. He encouraged citizens to contact Council if they needed them. If there was any assistance needed with water or power, there were organizations and churches that were also willing to help. He reminded citizens that the Council worked together as a team and wanted to keep the City positive as there was a big future to be had in Eden. He thanked Roy Sawyers for the media coverage of the budget retreat.

Mayor Hall stated at the meeting the night before, it was decided that there would be a discussion regarding the fire truck issue at the budget retreat. He asked Mr. Mendenhall if that matter was ready to be discussed or if it needed to wait until the capital improvement plan was in place.

Mr. Mendenhall said he had spoken with the acting fire chief. No new information had come forward yet. There was currently a demo truck at one of the City's partner stations and he invited anyone interested to look at it after the retreat was over. It was a 70-foot mid-mount aerial platform truck.

Mayor Hall asked Ms. Gilley if she had discovered anything in the Purina contract in regards to the City's selection of an apparatus.

Ms. Gilley said the contract basically said the City would provide fire services to Purina as it did citizens inside the City limits. In her opinion, that was a decision that needed to be made by the fire chief in regards to what was needed.

Mayor Hall asked Ms. Gilley if she believed any of the fire truck options mentioned at the January Council meeting would suffice the City's contract with Purina.

Ms. Gilley said yes. The contract stated comprehensive protection to the City as a whole, so as long as the fire chief was of the opinion it was comprehensive, that would satisfy the contract.

Mayor Hall said there had been some confusion as to whether there was an agreement specifying the number of ladder trucks that would respond to a call at Purina, but that did not appear to be the case.

Ms. Gilley agreed that was not the case.

Council Member Carter said he thought it was verbal. He had spoken with the past fire chief the day before who advised him there was a verbal agreement made during a meeting where Mr. Dougherty and Purina's lawyers were present that said they would send two ladders.

Mayor Hall said the City would need to gather some more information regarding the engines that were being considered and would defer to the fire experts in regards to what was needed.

Council Member Hunnicutt asked if a consultant with the N.C. Commissioner of Insurance was still going to give a recommendation in regards to what the Fire Department needed in equipment.

Council Member Carter agreed and said where the equipment needed to go.

Council Member Hunnicutt said if he understood correct, the consultant also had the capability to give recommendations long term on how many stations the City should have and where they should be.

Council Member Carter said that was correct.

Council Member Hunnicutt said he hoped that would be done while the consultant was in Eden. Like anything else, there needed to be a long-term plan for the department. If the City could reduce down from four to three stations and they were strategically located, it did not affect anything or if it improved the situation, he thought the City should look at that.

Council Member Carter said it did not hurt to ask. It was a free service.

Council Member Hunnicutt said they were going to give a recommendation anyway.

CLOSED SESSION:

To discuss economic development pursuant to NCGS 143-318.11(a)(4), acquisition of real property pursuant to NCGS 143-318.11(a)(5), legal matters pursuant to NCGS 143-318.11(a)(3) and personnel pursuant to NCGS 143-318.11(a)(6).

Council Member Carter made the motion to go into closed session. Council Member Hampton seconded the motion. All members voted in favor of the motion. The motion carried.

Council Member Moore made the motion to return to open session. Council Member Hampton seconded the motion. All members voted in favor of the motion. The motion carried.

ADJOURNMENT:

As there was no further business to discuss, a motion was made by unanimous consent to adjourn.

Respectfully submitted,

Deanna Hunt
City Clerk

ATTEST:

Neville Hall
Mayor

CITY OF EDEN, N.C.

The regular meeting of the City Council, City of Eden, was held on Tuesday, February 16, 2021 at 6 p.m. electronically via Zoom and was streamed live on the City's YouTube channel. Those present for the meeting, all via Zoom, were as follows:

Mayor:	Neville Hall
Council Members:	Darryl Carter
	Gerald Ellis
	Jerry Epps
	Angela Hampton
	Phillip Hunnicutt
	Bernie Moore
	Bruce Nooe
City Manager:	Jon Mendenhall
City Clerk:	Deanna Hunt
City Attorney:	Erin Gilley

MEETING CONVENED:

Mayor Hall called the regular meeting of the Eden City Council to order and welcomed those in attendance. He recognized Rockingham Update and Mike Moore Media for being present and sharing the information from the meeting. Pastor Colston Wuor-Gabie Morris of St. John United Methodist Church gave an invocation followed by the Pledge of Allegiance led by Public Utilities Director Terry Shelton.

PROCLAMATIONS AND PRESENTATIONS:

- a. Proclamation: Black History Month

Mayor Hall read the proclamation.

BLACK HISTORY MONTH PROCLAMATION

WHEREAS, during Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, this annual observance is an opportunity to remember the challenges of our past, but also to honor countless African American heroes who inspire us to shape our country's future, and

WHEREAS, we remember and celebrate the lives of William H. Carney, Sojourner Truth, Frederick Douglass, John S. Rock, Harriet Tubman, and countless other African Americans who triumphed over ignorance, oppression, and injustice to make indelible contributions to our American history. They are an integral part of our Nation's story. We are indebted to the individual and collective perseverance and patriotism of these outstanding men and women;

WHEREAS, during Black History Month, we recommit to being a community of opportunity and hope for every citizen;

NOW, THEREFORE, I, Neville Hall, Mayor of the City of Eden, do hereby proclaim the month of February 2021 to be

BLACK HISTORY MONTH

in the City of Eden and encourage all City of Eden residents to join me in celebrating the collective ingenuity, creativity, cultures and traditions of African Americans and commit ourselves to raise awareness and appreciation of Black History Month by participating in educational events honoring the contributions of Black Americans.

Presented this 16th day of February, 2021.

This the 16th day of February, 2021.

BY: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

SET MEETING AGENDA:

Mayor Hall requested to move item 12(a) approval and adoption of the January 19, 2021 Regular Meeting Minutes from Consent Agenda to New Business as item 10(a) to allow for discussion. Council Member Carter requested to move item 12(e) approval of Budget Amendment #5 from Consent Agenda to New Business as item 10(b) to allow for discussion.

A motion was made by Council Member Carter to set the meeting agenda as amended. Council Member Epps seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

PUBLIC HEARINGS:

There were none at this time.

REQUESTS AND PETITIONS OF CITIZENS:

There were none at this time.

UNFINISHED BUSINESS:

- a. Consideration of Boards and Commissions appointments.

Mayor Hall called on Director of Planning and Inspections Kelly Stultz.

Ms. Stultz said there were three vacant positions left for the 2021 Boards and Commissions appointments. In addition, the Parks, Recreation, Open Space and Greenway Commission had been added in which the Council and the City Manager needed to appoint members to as well.

Council Member Carter appointed Jim Fink to the Historic Preservation Commission for Ward 5.

Council Member Nooe said he was working on getting the vacancy filled on the Tree Board for Ward 2.

Council Member Epps appointed Doris Hale to the Board of Adjustment for Ward 4.

Mayor Hall said the Parks, Recreation, Open Space and Greenway Commission was added to the memo that was distributed and therefore, it was understandable if Council had not yet had a chance to reach out to potential candidates. However, if there were any recommendations to be made, he advised Council to bring those forward. He also asked them to contact Ms. Stultz with the name and address of any appointed members.

Council Member Moore said he had spoken with someone but did not yet have a confirmation.

Council Member Epps did not have an appointee at that time.

Council Member Hampton appointed Karla McDonald for Ward 3.

Council Member Carter appointed Matt Warren for Ward 5.

Council Member Hunnicutt appointed Judge Ed Wilson for Ward 6.

Council Member Nooe said he had someone who was interested in serving on the Parks, Recreation, Open Space and Greenway Commission for Ward 2 but asked what night and time the commission would be meeting.

Ms. Stultz said there had not yet been a determination of meeting dates or times. The other boards and commissions met on either Mondays or Tuesdays.

Mayor Hall said that could impact whether someone could commit to serving on a commission and therefore, the dates and times needed to be set.

Council Member Ellis appointed Roy Frazier for Ward 7.

A motion was made by Council Member Moore to appoint Jim Fink to the Historic Preservation Commission, Doris Hale to the Board of Adjustment, and Karla McDonald, Matt Warren, Ed Wilson and Roy Frazier to the Parks, Recreation, Open Spaces and Greenway Commission. Council Member Hampton seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

NEW BUSINESS:

- a. Approval and adoption of the January 19, 2021 Regular Meeting Minutes.

Mayor Hall said there was some concern about a motion made by Council Member Carter to have the interim fire chief do some additional research and bring information back to the February City Council meeting. The interim fire chief had been out sick and had not provided the information to discuss it in detail at the current meeting. That was part of the reason that it was not on the agenda. The way the motion was made included some additional research to be done on the needs of the City, including equipment, facilities and the potential for needing a study of what facilities the City needed. That was only described in the minutes as what the City may need. Council decided to pull that off and discuss the fact that in the minutes it should have reflected that Council Member Carter's motion was for not just the determination of vehicles or equipment but it included a broader scope that dealt with insurance ratings and those types of things

before a decision was made about what kind of equipment to buy. That would be the amendment to the minutes. He asked if anyone else had an issue with an item in the minutes.

Council Member Carter said he just wanted to be sure that the right questions were being asked. It was his understanding that the deputy chief, before he got sick, was possibly not asking some of the right questions to the state representatives.

Mayor Hall said as far as the minutes went, he thought they needed to put into record that it included those things that Council Member Carter wanted the answers to in addition to just what equipment they wanted.

Council Member Carter said that was correct, and the need for what trucks and how many trucks.

Mayor Hall said the minutes were adjusted to reflect that. He asked if anyone else had an amendment to the minutes from the January City Council meeting.

A motion was made by Council Member Hampton to approve the January 19, 2021 minutes as amended. Council Member Moore seconded the motion. The motion carried (according to a roll call vote by Mayor Hall).

b. Approval of Budget Amendment #5.

Council Member Carter said he pulled the budget amendment in order to make a counter-recommendation. Because the second deputy fire chief position had previously been approved, he suggested that it be replaced with a basic firefighter position, requiring the proper certifications, since the department was operating short on personnel.

City Manager Jon Mendenhall said the second deputy fire chief position was approved in the fall of 2020. Given the transition plans within the Fire Department, staff was trying to go back with a cost savings to the taxpayer of roughly \$102,900. However, Council Member Carter brought up a good point that because that department was short-staffed, it would be advantageous to add headcount. Staff was planning, based on the Budget Retreat, to have a SAFER grant application, which while not assured, would pay approximately 75 percent of the expense in federal funds in the new fiscal year. Based on Council Member Carter's recommendation, one new person could be added immediately, which would help to alleviate the staffing situation within that department.

Council Member Moore exited the meeting due to technical difficulties.

Council Member Carter said that was correct and recommended bringing them in at standard pay based on certifications.

Council Member Ellis asked Council Member Carter if that would leave the Fire Department with a fire chief but no fire captain.

Council Member Carter replied instead of having a second deputy fire chief, that position would be replaced with another basic firefighter, driver/operator position.

Mayor Hall said the budget amendment was to move the money into the appropriate place where the City could fulfill the position. The discussion was now focused on what to call the position being funded.

Council Member Carter said to change the title, which would require less funding as there would not be a vehicle needed.

Council Member Ellis asked if the person hired would be a regular driver/operator.

Council Member Carter said that was correct, but the person would also be a firefighter.

Mayor Hall said the item was pulled from Consent Agenda to allow discussion regarding whether or not to approve a second fire deputy chief position. He asked City Attorney Erin Gilley that while Council could vote on approving the position, if the approval of another position would have to be held at the next City Council meeting.

Ms. Gilley said she believed the item was on the agenda just as a budget amendment rather than as the creation of a position. She recalled the position being approved at the October 2020 City Council meeting.

Director of Finance and Personnel Tammie McMichael said that was correct. Finance staff had moved money from contingency to fund the new deputy fire chief position and when the decision was made not to hire for that position, staff felt it was better to put that money back into contingency in order to track where the monies were spent.

Ms. Gilley said any new position created or deleted would probably need to be done in a format different from that of a budget amendment.

Council Member Ellis exited the meeting due to technical difficulties.

Mayor Hall asked if the budget amendment item was to fund the second deputy fire chief position.

Ms. McMichael replied no and stated the budget amendment was for putting money back into contingency since the City was not funding that position at the present time. If Council wanted to fund a new position, it would need to be treated as a separate item altogether and added to the agenda.

Ms. Gilley said the item was just a budget amendment and therefore, Council would not be voting on creating or changing a position.

Mayor Hall said the main thing was the item was brought to reverse the money from hiring a second deputy fire chief back into the contingency fund. At that point, the City Manager, along with guidance from whoever he sought guidance from, especially the retired firefighters on Council, could decide what type of position the Fire Department needed. The item in question was an amendment to put the money back into the bank, so to speak.

Mr. Mendenhall said if Council did not want to move the money back into contingency, they would need to vote against the budget amendment.

Mayor Hall said if Council voted against the budget amendment, the money would remain there awaiting to fund a deputy fire chief position.

Council Member Carter asked if Mr. Mendenhall had the authority to change the title.

Mayor Hall said yes and added that Mr. Mendenhall could create the organization however he felt was the best way to do so. However, the amendment was to not hire a second deputy fire chief.

Ms. Gilley said that was correct.

Council Member Hunnicutt asked everyone who was not speaking to mute their microphones as there was a lot of background noise coming through. He did not have an issue with hiring the additional firefighter that Council Member Carter requested, but recommended Council proceed with what was on the current agenda by putting the money back into contingency and let Mr. Mendenhall look to see what that budget cost would be for the firefighter position. It could then be put on the next City Council meeting agenda for approval. It seemed like it was getting complicated trying to help the department in the method they were doing it in at that moment.

Council Member Ellis rejoined the meeting.

Mayor Hall stated that if the additional staffing was an immediate need, Mr. Mendenhall would not need Council's approval to hire an additional firefighter. The second deputy fire chief position was created to help with succession planning, but it did not appear that the City would need that position at the present time; therefore, the money could be placed back into contingency, allowing the City to possibly hire at least one firefighter. To vote no on the amendment would be saying Council wanted to leave the money in the Fire Department's budget to fund a second deputy fire chief.

Ms. Gilley agreed.

A motion was made by Council Member Hunnicutt to approve Budget Amendment #5. Council Member Carter seconded the motion. All members present voted in favor with Council Member Moore absent (according to a roll call vote by Mayor Hall).

Council Member Carter said Council Member Moore was having some electrical issues at his home and was able to listen but not able to communicate with those in attendance at the meeting.

Mayor Hall asked Ms. Gilley if an absent vote counted as a yes vote for an electronic meeting.

Ms. Gilley said it did not if a member lost connection. It was assumed that member was not present for the quorum. If the member were able to rejoin the meeting, their vote could then be taken and counted.

Mayor Hall said it did not affect their quorum or the present motion. The motion carried.

	Account #	From	To	Amount
General Fund Expenditures				
GF Contingency	10-9990-99100	\$ 297,100.00	\$ 400,000.00	\$ 102,900.00
Fire Salaries	10-4340-12100	\$ 795,800.00	\$ 753,400.00	\$ (42,400.00)
Fire FICA	10-4340-18100	\$ 71,000.00	\$ 67,700.00	\$ (3,300.00)
Fire Retirement	10-4340-18200	\$ 81,300.00	\$ 77,000.00	\$ (4,300.00)
Fire Group Insurance	10-4340-18300	\$ 263,500.00	\$ 253,200.00	\$ (10,300.00)
Fire Life/AD&D/Disability Insurance	10-4310-18400	\$ 25,900.00	\$ 25,500.00	\$ (400.00)
Fire 401(k)	10-4340-18910	\$ 40,200.00	\$ 38,000.00	\$ (2,200.00)
Fire C/O Vehicles	10-4340-55000	\$ 40,000.00	\$ -	\$ (40,000.00)
				\$ -

Reversal of budget amendment # 3 which appropriated contingency funds for additional Deputy Fire Chief position and vehicle.

Adopted and effective this 16th day of February, 2021.

Attest:

Deanna Hunt, City Clerk

Neville Hall, Mayor

REPORTS FROM STAFF:

a. City Manager’s Report

Mayor Hall called on Mr. Mendenhall.

Mr. Mendenhall said he wanted to give Council an update from the previous ice storm. The City was blessed to have been spared from the brunt of the storm but Mr. Mendenhall expressed his thanks to the City employees for their stellar response to the storm, as well as Duke Energy’s response of restoring power. There was a high probability of another ice storm hitting the City later in the week, but management was pushing information out to the departments to ensure they were prepared so necessary action could be taken, such as fueling generators, sharpening chainsaws and spreading salt. He stated his thoughts and prayers were with those in Brunswick County in response to the devastating tornado they endured the previous day. He welcomed any questions in regards to the City Manager’s Report.

Mayor Hall thanked Mr. Mendenhall for his outstanding updates with the City Manager’s Report as well as through email correspondence. He stated the report was available online and in Eden’s Own Journal.

City Manager’s Report
February 2021
City Manager Jon Mendenhall

ECONOMIC DEVELOPMENT

Industry

Nestle Purina

Three jobs have been posted on the www.nestlepurina.com jobs website for the Eden facility: Plant Manufacturing Excellence Manager, Maintenance Manager and Storeroom Coordinator. Visit this site to apply.

Linon Powell Company

This company is currently seeking a second shift assistant warehouse manager, a quality control person and inventory clerks. Forklift order pickers for first and second shift are also needed. Interested parties can complete a paper application at 136 Gant Road outside of Eden.

Weil-McLain

This Eden company currently has openings for two manufacturing engineers and one purchasing agent. In addition, they have 25 open full-time hourly positions including assembly, material handling and machine operators. Visit www.weil-mclain.com/careers for more information.

Commercial

Domino’s Pizza-Drivers Wanted

Drivers are wanted at Domino’s Pizza in Eden. Cash is paid nightly, no tax tip credit and flexible schedules are available. Contact Dan at 640 S. Van Buren Road in the Meadow Greens Shopping Center adjacent to the Kings Highway entrance.

Eden Venture Business Park (formerly Eden Mall)

Owner Ron Hutchens is offering build-to-suit spaces for businesses, except retailers. Thus far, Platinum Kutz has been established in the facility and opened February 1. Another company is also considering the space. If you want a location for your business, visit www.edenventurebusinesspark.com for more information and to apply.

Main Street Update

627 Monroe Street

Carpino Investments now owns the former Duke Power building, as it is best remembered, located at 627 Monroe Street. Plans are to build condominiums on the property. This property was vacant and deteriorating badly for more than a decade, so it is great to see it being renovated.

636 Washington Street

Another local developer is transforming the former Belk building into a renovated space. Angelo and Pam Tiano have painted the exterior and closed the rear of the structure.

Chamber of Commerce Director’s Award of Excellence

Last month, it was reported that sisters Janis Wade and Donna Hopkins, who also happen to own side-by-side businesses on Monroe Street, jointly won the Director’s Award of Excellence for 2020. This is the first time this award has been given to two people but it was almost impossible to select one over the other. Donna has created a very popular downtown restaurant after running the successful Red River Grill for many years. That Little Pork Shop is a hip BBQ (and other delicious items) spot that Eden residents enjoy. Janis runs Sophisticated Rubbish, a really cool shop that has an ever-changing inventory of great items for your shopping pleasure. She is also a vital part of the energy and progress in Uptown Eden. Congratulations to these two sisters who have made a difference indeed.

Special Events

City of Eden Coordinator of Special Events and Tourism Cindy Adams has released the 2021 schedule of events for Eden, assuming the COVID-19 social restrictions are lifted and the public is willing to participate in group events. They are as follows:

Spring Grown and Gathered	May 20
Piedmont Pottery Festival	June 5
Oink & Ale	June 19
Shaggin’ on Fieldcrest	July 24
Summer Grown and Gathered	August 12
Touch-A-Truck	August 21
RiverFest	September 17 & 18
Heritage & Heroes	October 16
Winterfest	December 4

Other

Eden Rotary Club

On February 2, N.C. Senate Pro-Tem Phil Berger (R-Rockingham) was the guest speaker at the Eden Rotary Club. He presented information about the education investment and reforms made by the N.C. General Assembly since 2010. It included the following:

- Increasing the annual budget by \$3 billion in K-12.
- Teacher pay was reformed by collapsing the 32-step pay scale toward an evidence-based pay schedule. Because of this reform, over a 30-year career, a teacher has the potential to make \$256,800 more in lifetime earnings in the new Republican base pay schedule than he/she would have on the former schedule. This amount does not include benefits or state and local supplements and bonuses.
- Provided teachers a pay raise each of the last seven consecutive years, with an average raise of 21.4% since 2013-14 and raised starting pay by \$5,000.
- The average pay raise in the 2019-21 budget was 3.9% sending average teacher pay to \$54,606.
- Teacher bonus programs centered on reading, math, advanced courses and industry certifications have been implemented. Teachers can earn from \$2,000 to \$7,000.

Affordable College Education

The cost to attend a public university has been on the rise nationally, including N.C. In 2016, the General Assembly passed the N.C. Promise Tuition Plan giving N.C. students access to more affordable public higher education options. There are four main pillars of the new law:

1. Guarantee of no in-state tuition increases for a standard undergraduate college term in all 16 N.C. public universities.
2. Freezes student fees-often used to fund non-academic expenses at all N.C. public universities at current levels and limits future increases to no more than 3% per academic year.
3. Lowers tuition at three universities to \$1,000 per academic year (\$500 a semester) for in-state students and \$5,000 per academic year for out-of-state students beginning in the fall of 2018. Those universities include Elizabeth City State, UNC-Pembroke and Western Carolina University. This has led to 41.9%, 32.1% and 11% increases in enrollment of these universities respectively.
4. Directs \$1.8 million annually to award up to 20 scholarships under the new Cheatham-White Merit Scholarship Program for students at N.C. Central and N.C. A&T Universities.

Senator Berger also noted that the newly-elected Superintendent of Public Instruction Catherine Truitt, the General Assembly and now the Governor have all encouraged in-classroom education for the remaining academic year as evidence shows a very low likelihood of COVID-19 transmission between students and teachers.

ENGINEERING

FY 2020-21 Street Resurfacing Contract, No. 2

The main scope of work for this contract shall consist of the resurfacing of sections of Kennedy Avenue and Patterson Street. The bid opening was held on February 9. The City received the following bids: Waugh Asphalt, Inc., \$205,988.83; Adams Construction Company, \$218,109.00; APAC-Atlantic, Inc., \$229,947.00; J.C. Joyce Trucking & Paving Company, \$257,936.50; and Triangle Grading & Paving, Inc., \$285,036.00. The apparent low bidder was Waugh Asphalt, Inc. out of Franklinville, N.C. The availability date for this contract is April 5.

NCDOT Road Resurfacing – Kings Highway

The N.C. Department of Transportation has Kings Highway from Fagg Drive to Boone Road rescheduled to be resurfaced in the spring. APAC-Atlantic, Inc. will be the primary contractor. This work is scheduled to be completed during daytime hours, so traffic delays should be expected.

NCDOT Road Resurfacing – Washington Street

The N.C. Department of Transportation will soon be accepting bids for the resurfacing of Washington Street from Bridge Street to Hamilton Street. According to NCDOT District Engineer Jason Julian, this work is scheduled to be completed at night with a completion date of June 30.

FIRE

City Appoints Fire Administration

The City of Eden is pleased to announce the appointments of two career firefighters as interim administrators in the Eden Fire Department. Todd Harden has been named interim fire chief while James Slaughter was named interim deputy fire chief, effective February 10.

Harden, on his 19th year working for the City, had served as deputy fire chief and fire marshal since 2010. He has been acting fire chief since former Fire Chief Tommy Underwood's retirement January 1. In addition to being certified as a firefighter, Harden holds many certifications which include hazmat, technical rescue, and fire officer. He is a certified fire investigator, fire inspector, and fire instructor. Harden is also a North Carolina Emergency Medical Technician and holds his North Carolina Basic Law Enforcement Certificate.

Slaughter has been an Eden firefighter since 1997, joining the department full time in 2006. He was promoted to captain in 2012 and served in that capacity until becoming acting deputy fire chief on January 1. Slaughter also holds many certifications, including fire officer, fire instructor, fire inspector, fire and life educator, hazmat, and technical rescue. He is a North Carolina Emergency Medical Technician as well.

Mayor Neville Hall congratulated the men on their promotions. "We appreciate Todd and James taking on these leadership roles," he said. "On behalf of the citizens, we thank them and all of our Eden firefighters for continuing to provide for our safety."

PARKS AND RECREATION

City Appoints New Head of Parks and Recreation

The City of Eden is pleased to announce the appointment of Terry Vernon as Interim Parks & Recreation Director, effective February 10.

Vernon is an Eden native and graduate of East Carolina University. He has made recreation a career for nearly 40 years, starting with the Boys & Girls Club in 1981 and eventually serving as their executive director. Vernon joined the City in 2007 and served as athletic director until this recent promotion. He is also the district 8 director for Dixie Youth Baseball for Rockingham, Caswell and Person counties, serves on the Dixie Youth Baseball State Board, and is Morehead High School's announcer for football, basketball, and baseball teams.

"Terry brings many years of experience to the Parks and Recreation Department," Mayor Neville Hall said. "His knowledge of the operations of the department will be an asset to the City of Eden. We appreciate him accepting this role and are confident he will do an outstanding job."

COVID-19 Updates-Phase 3

All Parks and Recreation facilities are open in a limited capacity due to Governor Roy Cooper's Phase 3 regarding COVID-19. Please note, at all open indoor facilities, staff will have participants sign in, answer questions regarding symptoms of COVID-19 and pass a temperature check before they are allowed into the facility. Staff will also sanitize the facility before, during and at the end of each evening.

Baseball Program

Staff will continue to register for baseball with the possibility of practice starting in March if not affected by COVID-19 restrictions.

Bridge Street & Mill Avenue Recreation Centers

These two facilities will be open Monday through Friday from 2 p.m. until 7 p.m. There will be a maximum of ten participants allowed at any given time.

Citywide Playgrounds

All playgrounds are open.

Eden City Hall

City Hall is now open to individuals needing to conduct business within the Finance Department. In order to comply with social distancing guidelines, we ask that you wear a mask and remain six feet apart from others as there will be markings in the lobby appropriately spaced.

Staff from other departments within City Hall can meet with individuals in the lobby or in the front Conference Room if needed.

Facility Rentals

There will continue to be no facility rentals due to the limited number of individuals allowed in a facility only being ten.

Freedom Park

The park will continue to operate by maintaining social distancing during the use of the park by citizens. This includes the walking track, basketball courts, skateboard park, nature trail and dog park. There will continue to be no shelter rentals at this time.

The 2021 Freedom Park schedule of events has been completed. If restrictions surrounding COVID-19 are lifted, there will be weekend tournaments scheduled at Freedom Park ballfields beginning February 6 and running through December 6. Included in the schedule of events is a N.C. Dixie Youth Baseball State Tournament from July 16-22. The first weekend tournament at Freedom Park took place on February 6 as the NSA (National Softball Association) held a Men's Tournament in which ten team participated in the tournament.

Garden of Eden Center

This facility is operating with a limited capacity of ten participants indoors and 25 outdoors at any given time and will be open to the public Monday through Friday from 8 a.m. until 5 p.m.

PLANNING & INSPECTIONS

Boards and Commissions

There will be no Boards and Commissions meetings during the month of February that are not required by law.

Community Development Program/Code Enforcement

Staff has been working on a project to alter the approach and perception of the City's community development/local code enforcement program.

Comprehensive Plan

At the January City Council Budget Retreat, staff presented a request for a comprehensive plan. The overhaul of the planning statutes mandates that such a plan be reasonably maintained (the City's Land Use Plan is nearly 14 years old). Additionally, plans must be updated and or adopted by July 1, 2022.

COVID-19 CDBG Assistance to Low and Moderate Income Citizens Grant

Staff received notice of the grant agreement and package being sent from the Housing Finance Agency. There has been no release of funds thus far.

Draper CDBG

The environmental review was completed and its record was posted on the City's website, advertised in the Rockingham Now newspaper and is available for review at City Hall. The comment period for the environmental review record has ended and the report has been sent to the N.C. Department of Commerce with a 'Request for Release of Funds' for the grant.

GIS

Staff is making progress with the solid waste maps requested by Public Works so that each truck can have a navigational device to direct them on the most efficient routes. The online services have been updated for City Staff to use with their mobile devices. The Engineering Department is providing data on the sewer remediation work as it progresses so that it can be made available to City staff as soon as possible.

Historic Landmark Request

The City received a request for a local landmark designation for the John B. Ray/Central Hotel building.

Nantucket Mill Project

At the present time, the City is awaiting an answer from the N.C. Housing Finance Agency. City staff is continuing to pursue grant funds for the project.

Ongoing Projects for Inspections:

The new Dollar General located on NC Hwy 135 has been issued a 60 day temporary change order and should be open by mid-February.

After having a construction meeting with the Gray Architectural team, we should have full permits issued for plumbing, mechanical and electrical trades within two weeks for the Nestle Purina project. Currently the warehouse slab has been demolished at the site and new column footings are being placed. Once completed, steel will be erected and the roof raised to approximately 145'.

The fourth floor of Ray Commons (formerly the Central Hotel) has been issued a change order. Apartments are now occupied.

b. Update on Matrimony Creek Project.

Mr. Shelton said U.S. Fish and Wildlife confirmed the City would not have to conduct a biological survey before repairing Matrimony Creek. Therefore, the City only needed to request of the Army Corps of Engineers to allow the City to join a nationwide permit. To do so, they required the City to submit a preconstruction notification, which staff was currently working on. Once the nationwide permit was secured, the City could begin repairs to the sewer line and reinforcement of the bank, hopefully within 60 days.

Mayor Hall thanked Mr. Shelton for the update and his consistency with the project and stated that he was looking forward to the update that announced the repair was complete.

CONSENT AGENDA:

- a. Approval and adoption of the January 19, 2021 Regular Meeting Minutes.

This item was moved under New Business as item 10(a).

- b. Approval of comprehensive plan authorization to go through procurement via a Request for Qualifications.

Ms. Stultz wrote in a memo that the City needed to adopt a Comprehensive Plan by July 1, 2022, as it was required as a part of the overhaul of the Planning Statutes by the General Assembly. She requested City Council’s approval to publish a Request for Qualifications (RFQ) seeking a consultant to assist City staff with the preparation, public engagement and statutory compliance of the plan. She also requested to use funds within the Planning and Inspections Department’s current budget for the process to begin in April in order to ensure meeting the deadline for adoption.

- c. Approval to award a bid to Southern Software for financial software.

Director of Information Technology Kevin Taylor wrote in a memo that \$126,000 was appropriated in the FY 2020/21 budget for software conversion and replacement for the Finance and Human Resources Departments. The cost was to be financed for five years with the first debt service payment being made in 2021. A Request for Proposal (RFP) was posted on the City’s website in addition to being emailed to seven government software vendors. After reviewing all of the proposals, staff chose Southern Software because their proposal met the scope and requirements of the City’s RFP. The company was located in N.C. and did not charge for future software updates. The Police Department had used some of Southern Software’s programs in the past and were pleased. It was believed that Southern Software offered a good solution for the City’s finance and human resources software. Staff requested City Council’s approval to accept Southern Software’s proposal of \$115,675 for year 1 and \$13,250 for year 2, and to move forward with the project.

A copy of the proposal is available in the City Clerk’s office.

- d. Approval of Budget Amendment #4.

Assistant Director of Finance Amy Winn wrote in a memo that the budget amendment allocated grant proceeds for the Gildan Building Reuse Grant from the N.C. Department of Commerce. The City was only a pass-thru agency for the funds. The City received the funds from the N.C. Department of Commerce and in turn, issued a check to Gildan.

	Account #	From	To	Amount
General Fund Revenues				
Building Reuse Grant	10-3491-88000	\$ -	\$ 500,000.00	<u>\$ 500,000.00</u>
General Fund Expenditures				
Building Reuse Grant	10-9920-72000	\$ -	\$ 500,000.00	<u>\$ 500,000.00</u>

Appropriates funds received from NC Department of Commerce for a Building Reuse grant for Gildan.

Adopted and effective this 16th day of February, 2021.

Attest:

Deanna Hunt, City Clerk

Neville Hall, Mayor

- e. Approval of Budget Amendment #5.

This item was moved under New Business as item 10(b).

- f. Approval of Budget Amendment #6.

Ms. Winn wrote in a memo that the amendment allocated grant proceeds from the N.C. Department of Transportation for the Stadium Drive sidewalk project.

	Account #	From	To	Amount
General Fund Revenues				
NC DOT Sidewalk Grant - Stadium Drive	10-3451-35000	\$ -	\$ 394,400.00	<u>\$ 394,400.00</u>
General Fund Expenditures				
C/O Land Imprv - Stadium Dr Sidewalk	10-4510-52000	\$ -	\$ 394,400.00	<u>\$ 394,400.00</u>

Appropriates grant funds received from NC Department of Transportation for the Stadium Drive Sidewalk project.

Adopted and effective this 16th day of February, 2021.

Attest:

Deanna Hunt, City Clerk

Neville Hall, Mayor

g. Approval of Budget Amendment #7.

Ms. Winn wrote in a memo that the amendment allocated grant proceeds from the N.C. Department of Environmental Quality. The grant funds would be used to purchase 400 recycling bins to reestablish a voluntary curbside recycling program through Foothills Waste Disposal.

	Account #	From	To	Amount
General Fund Revenues				
Recycle Grant	10-3471-81300	\$ -	\$ 19,800.00	<u>\$ 19,800.00</u>
General Fund Expenditures				
Recycle Grant Expense	10-4710-24700	\$ -	\$ 19,800.00	<u>\$ 19,800.00</u>

Appropriates grant funds received from NC Department of Environmental Quality for curbside recycling bins.

Adopted and effective this 16th day of February, 2021.

Attest:

Deanna Hunt, City Clerk

Neville Hall, Mayor

Council Member Ellis exited the meeting due to technical difficulties.

A motion was made by Council Member Hampton to approve the Consent Agenda. Council Member Carter seconded the motion. All members present voted in favor with Council Members Ellis and Moore absent during the vote (according to a roll call vote by Mayor Hall). The motion carried.

ANNOUNCEMENTS:

Mayor Hall thanked the Information Technology Department for their assistance with the Zoom meetings over the past several months.

Council Member Ellis rejoined the meeting.

Mayor Hall suggested that if anyone was experiencing internet connection issues to join any future Zoom City Council meetings from City Hall in order to make it easier for participation.

ADJOURNMENT:

As there was no further business to discuss, a motion was made by unanimous consent to adjourn.

Respectfully submitted,

Deanna Hunt
City Clerk

ATTEST:

Neville Hall
Mayor



Engineering Department

308 E. Stadium Drive, Eden, North Carolina 27288

Phone (336) 623-2110 Fax (336) 623-4041

Memorandum

To: Honorable Mayor and City Council

Through: Jon Mendenhall, City Manager

From: Tammy Amos, Director of Transportation Engineering

Date: March 16, 2021

**Re: FY 2020-21 Street Resurfacing Contract, No. 2
Approval to Award**

Please find attached a copy of the Street List and Bid Tabulation for the FY 2020-21 Street Resurfacing Contract, No. 2. Bids were received on February 9, 2021 at 11:00 a.m. A total of 5 responsive bids were received for the project. The successful low bidder was Waugh Asphalt, Inc. in the amount of \$205,988.83. The date of availability for the contract is April 5, 2021. The substantial completion date is June 11, 2021.

The Engineering Department is requesting Council's approval to award the contract to Waugh Asphalt, Inc. based on their bid amount shown above. If you have any questions or need any additional information prior to the Council meeting on this matter, please feel free to call me.

Thank You



FY 2020-21 STREET RESURFACING CONTRACT, NO. 2 (SRC 2020-21-02)
CITY OF EDEN, NORTH CAROLINA
BID TABULATION SCHEDULE
FEBRUARY 9, 2021 11:00 A.M.

Bid Item No.	Description	Unit	Est. Qty.	Wauagh Asphalt, Inc. NC License # 59882		Adams Construction NC License # 20677		APAC-Atlantic NC License # 12459		JC Joyce Trucking & Paving NC License # 27870		Triangle Grading & Paving NC License # 17456	
				Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total	Unit Price	Extended Total
1	Adjustment of Manholes	EA	14	\$ 425.00	\$ 5,950.00	\$ 680.00	\$ 9,520.00	\$ 500.00	\$ 7,000.00	\$ 450.00	\$ 6,300.00	\$ 400.00	\$ 5,600.00
2	Adjustment of Valve Boxes	EA	8	\$ 425.00	\$ 3,400.00	\$ 680.00	\$ 5,440.00	\$ 500.00	\$ 4,000.00	\$ 450.00	\$ 3,600.00	\$ 400.00	\$ 3,200.00
3	Edge Milling Asphalt Pavement, 0 to 1.5" depth	SY	6,510	\$ 2.80	\$ 18,228.00	\$ 1.60	\$ 10,416.00	\$ 2.70	\$ 17,577.00	\$ 4.00	\$ 26,040.00	\$ 6.80	\$ 44,268.00
4	Asphalt Concrete Surface Course, Type S9.5B Virgin Mix, 1.25" depth	TON	115	\$ 111.41	\$ 12,812.15	\$ 131.00	\$ 15,065.00	\$ 150.00	\$ 17,250.00	\$ 124.50	\$ 14,317.50	\$ 150.00	\$ 17,250.00
5	Asphalt Concrete Surface Course, Type S9.5C Virgin Mix, 1.5" depth	TON	1,642	\$ 99.04	\$ 162,623.68	\$ 104.00	\$ 170,768.00	\$ 110.00	\$ 180,620.00	\$ 124.50	\$ 204,429.00	\$ 129.00	\$ 211,818.00
6	Shoulder Reconstruction, Incidental Stone (ASB)	TON	50	\$ 59.50	\$ 2,975.00	\$ 138.00	\$ 6,900.00	\$ 70.00	\$ 3,500.00	\$ 65.00	\$ 3,250.00	\$ 58.00	\$ 2,900.00
Total Bid Price (Items 1-6)					\$ 205,988.83		\$ 218,109.00		\$ 229,947.00		\$ 257,936.50		\$ 285,036.00

Alternate Bid Items

A1	Asphalt Concrete Surface Course, Type RS9.5B	TON	115	\$ 106.41	\$ 12,237.15	\$ 120.00	\$ 13,800.00	\$ 141.00	\$ 16,215.00	\$ 117.00	\$ 13,455.00	\$ 140.00	\$ 16,100.00
A2	Asphalt Concrete Surface Course, Type RS9.5C	TON	1,642	\$ 90.04	\$ 147,845.68	\$ 85.00	\$ 139,570.00	\$ 97.00	\$ 159,274.00	\$ 117.00	\$ 192,114.00	\$ 119.00	\$ 195,398.00

The Lump Sum and Unit Prices in This Tabulation received on February 9, 2021
 Are As Given In The Bidder's Respective Bid Proposals
 And The Totals Are Arithmetically Correct

Tammy Amos
 Tammy Amos

Director of Transportation Engineering , City of Eden

Eden Police Department
308 B East Stadium Drive
Eden, North Carolina 27288

Memorandum

To: The Honorable Mayor and City Council
Through: Chief Clint Simpson
From: Sgt. Jim Robertson
Subject: Traffic Study Request in reference to reviewing the traffic flow at Leaksville-Spray Elementary School
Date: February 2nd, 2021

I received a traffic study request from Captain Paul Moore in reference to reviewing the traffic flow at the Leaksville-Spray Elementary School (LSE).

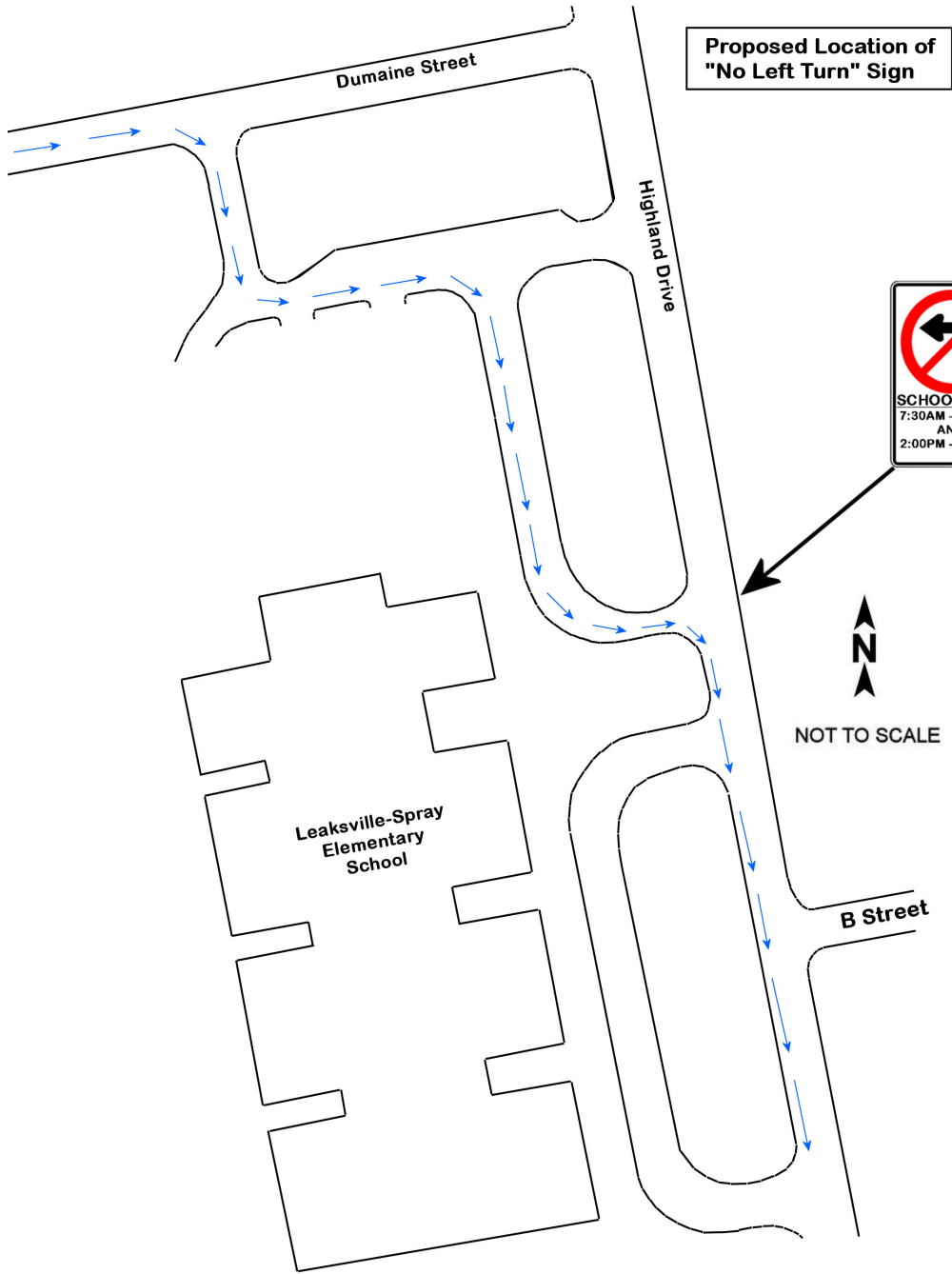
Due to COVID-19 complications the schedule for all of the schools is modified. With that in mind we must consider the reduced traffic flow as we evaluate future needs for traffic regulation.

The primary concern with LSE is similar to the problems that have arisen (and were corrected) at the other two elementary schools in Eden. Currently, traffic leaving LSE may turn left (North) or right (South) onto Highland Drive.

Of current and future concern is traffic leaving LSE and turning left (North) onto Highland Drive. Turning left (North) out of LSE requires traffic to cross over the southbound lane. This dynamic creates three issues: 1.) Crossing a lane of traffic creates a heightened risk. 2.) Waiting for two lanes of traffic to be clear is inherently longer than waiting for just one lane to be clear. 3.) Traffic is being routed back towards narrow residential streets/neighborhoods.

The issues above can also spawn other secondary issues with impatient drivers and traffic congestion. These issues will only be intensified when traffic volume returns to pre-COVID levels.

For this reason, the Police Department's recommendation would be to create a no left turn for traffic exiting Leaksville-Spray Elementary at the car exit during school days for the hours of 7:30-8:30 AM and 2:00-3:00 PM (see attached).



AN ORDINANCE DECLARING NO LEFT TURN ONTO HIGHLAND DRIVE

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, pursuant to authority granted by N.C.G.S. § 160A-300 that:

Section 1 - The City Council of the City of Eden has determined that in order to ensure pedestrian and motor vehicle traffic safety during the hours of peak school traffic exit, a no left turn shall be established at the car exit for traffic exiting the Leaksville-Spray Elementary School and entering Highland Drive.

Section 2 - It shall be an infraction to make a left hand turn onto Highland Drive from the car exit at Leaksville-Spray Elementary School during the hours of 7:30 am to 8:30 am and 2:00 pm to 3:00 pm.

Section 3 - Signs shall be placed, erected or installed at the intersection of the car exit at Leaksville-Spray Elementary School and Highland Drive giving notice of the no left turn during the aforementioned school hours.

Section 4 - The OFFICIAL TRAFFIC MAP of the City of Eden is hereby amended to conform with this Ordinance.

Section 5 - All ordinances in conflict with this Ordinance are hereby repealed.

APPROVED, ADOPTED AND EFECTIVE, this ____ day of _____, 20__.

CITY OF EDEN

By: _____

Neville Hall, Mayor

ATTEST:

Deanna Hunt, City Clerk



Economic Development Department

February 26, 2021

To: Amy Winn and Tammie McMichael

From: Randy Hunt, Eden Main Street Manager

Re: Budget Revision for Façade and Building Rehabilitation Grants

Up to \$30,000 is requested to current downtown projects to encourage development as the Economic Development Department general fund allocation has been depleted for the 2020-21 fiscal year.

Property	Façade Grant	Building Rehab. Grant	Water
246 The Boulevard	\$500	\$5,000	
636 Washington Street	\$1,000	\$10,000	
630 Washington Street	\$500	\$5,000	
627 Monroe Street	\$1,000	\$5,000	\$675
Total:	\$3,000	\$25,000	\$675=\$28,765

These funds will only be allocated provided the applicants comply with the façade and building rehabilitation standards. Originally, these funds were requested from the Strategic Planning Commission but the City Manager preferred for the funding to come from the contingency allocation in the current fiscal budget.

This revision was recommended to be included on the March 16, 2021 City Council consent agenda. Note that the funding to reimburse water meter costs at 627 Monroe Street is contingent upon an Economic Development policy to be approved at the March 16, 2021 City Council meeting.

Please let us know if there are any questions concerning this request.



MEMORANDUM

To: Honorable Mayor and City Council
Thru: Jon Mendenhall, City Manager
From: Amy P. Winn
Assistant Director of Finance
Date: March 16, 2021
Subject: Budget Amendment # 8

	Account #	From	To	Amount
General Fund Expenditures				
GF Contingency	10-9990-99100	\$ 400,000.00	\$ 370,000.00	\$ (30,000.00)
Façade Grants	10-4135-77001	\$ 20,000.00	\$ 50,000.00	\$ 30,000.00
				<u>\$ -</u>

Appropriates contingency funds for Façade and Building Rehabilitation grants.

Adopted and effective this 16th day of March 16th.

Attest:

Deanna Hunt, City Clerk

Neville Hall, Mayor

CITY OF EDEN – MEMORANDUM

To: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: TERRY SHELTON, PUBLIC UTILITIES DIRECTOR

DATE: MARCH 9, 2021

SUBJECT: RECOMMENDATION FOR COUNCIL TO APPROVE SOLICITING REQUEST FOR QUALIFICATIONS OF ENGINEERING FIRMS TO DO ENGINEERING PROJECTS FOR THE WATER AND WASTEWATER PLANTS AS NEEDED

The water and wastewater plants, from time to time, that requires engineering consultants to handle large and small projects that need to be done on the spur of the moment where critical problems occur. We have relied heavily upon Arcadis, Dewberry, and W. K. Dickson for many years. Most recently, W.K. Dickson has just completed the solids handling improvement project as part of our EPA Remediation Plan. The water plant has not had a consulting engineer's services since the completion the chloramine project 3-4 years ago with Hazen and Sawyer.

The staff would like to put out this RFQ in order to line up the services of an engineering firm that could be available to consult on problems, wants, requirements, design solutions for issues, and to administer a project to completion.



Request for Qualifications For Services For the City of Eden Public Utilities

The objective of this Request for Qualifications (RFQ) is to identify a qualified Engineering Firm to provide services for our Wastewater Treatment Plant and Water Treatment Plant.

BACKGROUND AND INFORMATION

The Mebane Bridge Wastewater Treatment Plant is a 13.5 MGD facility. The plant was built in 1967 and upgraded in 1992. We just recently finished another upgrade which consisted of rehabbing the existing return pump stations and installing a CleanB system, chemical building, and storage tank so that we could take our dilapidated digester out of service.

The Robert A. Harris Water Treatment Plant is a 20.5 MGD facility. It was built in 1977 and upgraded in 1993. In 2015, the plant completed another upgrade to switch to chloramines.

SCOPE

The City of Eden sees the need for an engineering firm to be on call for any future needs large or small that may arise in the near future. We are researching a few new technologies as well as looking into correcting current problems, and if funding can be secured, we will be wanting to move forward with design, State approval, and construction.

TIME PERIOD

The expected period will be for one fiscal year, July 1, 2021 through June 30, 2022, and shall be up for renewal if agreeable between both parties.

PROPOSAL REQUIREMENTS

The Proposals should be presented in the following general format:

1. Transmittal Letter
Designate contact person with address and telephone number along with summary of why your firm should be selected.
2. Project Team
Identify Project Team and describe their relative experience.

3. Sub-consultants Identify sub-consultants and describe their relative experience and geographic location.
4. Firm Qualifications Discuss the firm's qualifications with actual team member's experience on building structures similar to a wastewater treatment plant.
5. References Provide a list of municipal contacts who can attest to the quality of the work you provide and your responsiveness.

SELECTION PROCESS

It is the City's intent to select the most qualified firm directly from the proposals. However, the City reserves the right to conduct interviews if deemed necessary to reach a decision. Criteria for selection will include, but not necessarily be limited to the following:

- A. Relevant experience with similar type projects either public or private.
- B. Qualifications and the experience of key project team members who will remain actively involved throughout the entire project.
- C. Quality of work submitted.
- D. Project approach that would be used to complete the design and possible alternatives that could be considered.
- E. Experience related to government contracting procedures.
- F. Reference checks.

CONCLUSION

Prospective firms shall submit three (3) copies of their proposal to:

Engineering Services RFQ
Attention: Melinda Ward
Department of Public Utilities
City of Eden
PO Box 70
Eden, NC 27289

before **4:00 p.m. on March 31, 2021**. **The City requests that no contact be made during the selection process.** Should you have a procedural question please call Melinda Ward, Wastewater Superintendent at (336) 627-1009 Ext. 130.

The City of Eden reserves the right to reject any and all Proposals.

END OF REQUEST FOR QUALIFICATIONS



MEMORANDUM

To: Honorable Mayor and City Council

Thru: Jon Mendenhall, City Manager

From: Tammie B. McMichael, Director of Finance and Personnel

Date: March 16, 2021

Subject: Award of Audit Contract FY 20-21

I am seeking approval for the FY 20-21 Audit Contract. Please find attached an audit contract submitted by Rouse, Rouse, Rouse & Gardner, LLP for year ending June 30, 2021. The contract amount is \$55,900.00. If City Personnel completes the items listed in the contract, the amount will be reduced to \$49,900.00. City Personnel will complete the items listed. This is a 5.0% increase when compared to what we paid last year \$47,485.00.

The Rouse's and their staff have been doing the city's audit for 40 years. Their love and compassion for the City of Eden shows in their willingness to assist in any way that they can to make sure the city's finance department operates in the most efficient and effective way to provide accurate financial information. They have always been very faithful and dedicated to the city. We call on them for assistance with day-to-day questions that come up or for special projects. They never bill us for anything extra. It is very nice to know that we have someone we can call anytime, and they always have time for us. If they do not have the answer immediately, they never refer us to someone else. They always take the time to make telephone calls on the city's behalf. They look after the city's best interest in making sure that we get the answers that we need. They keep us updated on Governmental Accounting Standards Board and Internal Revenue updates. They also keep us updated on any classes/seminars that they feel would be beneficial to the finance staff. Based on their experience and dedication along with the city's long time desire to do business locally; I cannot make a better recommendation than to award the 20-21 audit contract to Rouse, Rouse, Rouse & Gardner.

The	Governing Board City Council
of	Primary Government Unit (or charter holder) City of Eden
and	Discretely Presented Component Unit (DPCU) (if applicable) NA

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Rouse, Rouse, Rouse & Gardner, LLP
	Auditor Address PO Box 2152, Eden, NC 27289-2152

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/21	Audit Report Due Date 10/31/21
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.)(G.S. 159-34 and 115C-447) All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved 'with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.
23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern.

30. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.
31. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).
32. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>
33. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.
34. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

Amy Winn

Assistant Director of Finance

AWinn@edennc.us

OR Not Applicable (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the billings for the last annual audit of the unit submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	City of Eden
Audit Fee	\$ 55,900 (See attachment, if all apply - \$49,900)
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$

DPCU FEES (if applicable)

Discretely Presented Component Unit	NA
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Rouse, Rouse, Rouse & Gardner, LLP	
Authorized Firm Representative (typed or printed)*	Signature*
R. Rex Rouse, Jr - CPA	<i>R. Rex Rouse Jr. C.P.A.</i>
Date*	Email Address*
02/22/21	judyrouse@rrrg.info

GOVERNMENTAL UNIT

Governmental Unit*	
City of Eden	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Mayor Neville Hall	
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
NA	
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Pre-Audit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
NA	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
NA	
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT

City of Eden
June 30, 2021
Audit Contract Attachment

Therefore, we propose to audit the City of Eden for the year ended June 30, 2021 for a fee of \$55,900 subject to the provisions of items 8 and 9 of section two of this proposal and would anticipate an increase of 5% for each of the subsequent two years.

We have attached certain procedures normally completed by City Personnel by August 15. Under these guidelines our fee will be \$55,900.

However, if in addition to these items, all of the following items can also be accurately completed by City Personnel by September 15, 2021 our fee will be \$51,900.

- a. Capital asset records must be accurately prepared and all additions must be balanced with the general ledger. Depreciation schedules including infrastructure records must be prepared in accordance with GASB 34.
- b. The tax collections as recorded in the general ledger must be agreed to the year-end county collection report.
- c. The Powell Bill report must be timely filed and accurately prepared.
- d. Take or pay billing statements should be prepared and ready for examination.

In the event that the City of Eden prepares the financial statements, including the footnotes and supplemental scheduled, the fee shall be discounted by \$2,000. In the event that the City of Eden prepares the financial statements and the supplemental schedules but not the footnotes, the fee shall be discounted by \$1,000.

If the City achieves all of these incentives, as they have done in the past several years, the fee will be \$49,900.

Rouse, Rouse, Rouse & Gardner, L.L.P.

Certified Public Accountants



R. Rex Rouse, Jr., CPA
Judy G. Rouse, CPA
Victor B. Rouse, CPA/PFS
Trevor C. Gardner, CPA

February 12, 2021

Ms. Tammie McMichael, Director of Finance
City of Eden
308 E. Stadium Drive
Eden, NC 27288

Dear Ms. McMichael:

Thank you for allowing us to submit our proposal to provide auditing services to the City of Eden for the year ended June 30, 2021.

This proposal contains section and question numbers that reference corresponding section and question numbers found in the standard request for proposal for audit services published by the Local Government Commission.

Our firm currently provides audit services to approximately 20 different governmental or not-for-profit entities including seven municipalities and five ABC Boards. Almost all of the work on the City's audit will be performed by Certified Public Accountants with extensive experience in municipal auditing. Our staff is updated on proper auditing procedures through continuing education offered by the North Carolina Association of Certified Public Accountants, the School of Government and the Local Government Commission. Because of our commitment to continuing education and our experience in municipal auditing, we believe that we can provide value-added audit services to you at a reasonable cost.

Therefore, we propose to audit the City of Eden for the year ended June 30, 2021 for a fee of \$55,900 subject to the provisions of items 8 and 9 of section two of this proposal and would anticipate an increase of 5% for each of the subsequent two years.

We have attached certain procedures normally completed by City Personnel by August 15. Under these guidelines our fee will be \$55,900.

However, if in addition to these items, all of the following items can also be accurately completed by City Personnel by September 15, 2021 our fee will be \$51,900.

- a. Capital asset records must be accurately prepared and all additions must be balanced with the general ledger. Depreciation schedules including infrastructure records must be prepared in accordance with GASB 34.
- b. The tax collections as recorded in the general ledger must be agreed to the year-end county collection report.

- c. The Powell Bill report must be timely filed and accurately prepared.
- d. Take or pay billing statements should be prepared and ready for examination.

In the event that the City of Eden prepares the financial statements, including the footnotes and supplemental scheduled, the fee shall be discounted by \$2,000. In the event that the City of Eden prepares the financial statements and the supplemental schedules but not the footnotes, the fee shall be discounted by \$1,000.

If the City achieves all of these incentives, as they have done in the past several years, the fee will be \$49,900.

In the event that the City requests any additional services beyond the scope of the audit, our fees will be agreed to prior to the commencement of the additional services. It is anticipated that we would bill these services at our standard hourly rate.

We sincerely appreciate this opportunity to submit this proposal and look forward to working with you in the future.

Very truly yours,

Rouse, Rouse, Rouse & Gardner, LLP
Rouse, Rouse, Rouse & Gardner, LLP
Certified Public Accountants

Enclosures

FIRST SECTION

1. The audit will be handled by the following personnel:

R. Rex Rouse, Jr., CPA, Partner
Judy Grogan Rouse, CPA, Partner
Trevor Gardner, CPA. Partner

2. Current and prior governmental audit clients include the following:

City of Eden – Annual Audit – 41 Years
Town of Mayodan – Annual Audit – 52 Years
Town of Wentworth – Annual Audit – 21 Years
Town of Danbury – Annual Audit – 46 Years
Eden ABC Board Annual Audit – 36 Years
Madison ABC Board – Annual Audit – 24 Years
Walnut Cove Board of Alcohol Control – 23 Years
Reidsville ABC Board – Annual Audit – 19 Years
Rockingham County Airport Authority – Annual Audit - 21 Years
Aging, Disability and Transit Services of Rockingham County – 8 Years
Town of Stokesdale – Annual Audit – 3 Year
Bethany Community School – Annual Audit – 3 Year
HELP, Incorporated – Annual Audit – 3 Year

3. Our Firm has provided various additional services to our governmental audit clients throughout the years. Our current policy requires all such services to be performed under a separate arrangement.
4. Our Firm and its predecessor have participated in AICPA-sponsored quality review programs for the past twenty seven years. Prior to 1998, our firm was operated as a sole proprietorship. Consequently, all quality reviews performed prior to 1998 were performed for R. Rex Rouse, Jr., Certified Public Accountant. Our partnership received quality reviews in 1999, 2002, 2005, 2008, 2011, 2014 and 2017. We have received an opinion that states the following for the year ended June 30, 2017:

In our opinion, the system of quality control for the accounting and auditing practice of Rouse, Rouse, Penn & Rouse, L.L.P. in effect for the year ended June 30, 2017, has been suitably designed and compiled with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable and professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Rouse, Rouse, Penn & Rouse, LLP has received a peer review rating of pass.

5. The professional experience and percentage of time on site for personnel assigned to the audit is as follows:

Judy G. Rouse, CPA – 49 years experience in governmental auditing, 50% of time
R. Rex Rouse, Jr., CPA – 58 years experience in governmental auditing, 5% of time
Trevor Gardner, CPA – 4 years experience in governmental auditing, 75% of time

6. R. Rex Rouse, Jr., Judy G. Rouse and Trevor Gardner each received at least 40 hours of continuing education each year. All three have each received a minimum of 40 hours in governmental accounting in each of the last three years and the courses have included the following:

1. Governmental and Non-Profit Annual Update
2. Professional Ethics
3. Governmental Auditing Standards
4. NC Local Governmental Auditing and Reporting
5. Compliance and Internal Control Testing under Uniform Guidance
6. Governmental and Not For Profit Annual Update

7. R. Rex Rouse, Jr., Judy G. Rouse and Trevor Gardner are fully qualified to perform all aspects of a municipal audit.

8. All 3 auditors assigned to the audit possess specialized skills, training, background and experience in auditing local governmental units.

9. Current and prior governmental audit clients who may be contacted for reference are as follows:

1. Lessa Hopper - Town Manager - Town of Mayodan – 336 427-0241
2. George Murphy - Town Administrator – Town of Wentworth - 336 342-6288
3. Mike Barsness – Town Administrator – Town of Danbury – 336 593-2002

10. See attached copy of our firm's independence policy and procedures.

11. In our opinion, we are adequately insured to cover claims. Our professional liability policy prohibits disclosure to clients of our liability insurance coverage arrangements. We have never filed a claim.

12. There has never been any regulatory action taken by any oversight body against our organization.

SECOND SECTION

1. We use audit programs from the Guide to Audits of Local Governments published by Thomson Reuters. We tailor these audit programs as we deem necessary to reach our desired audit objectives.
2. As a starting point, we use the audit programs in The Guide to Audits of Local Governments published by Thomson Reuters to establish materiality by levels. We believe that the importance of professional judgment cannot be overemphasized as it applies to the evaluation of the adequacy of evidential matter generated by the sampling approach. Regardless of the sampling approach selected, an auditor must properly plan, perform, and evaluate the results of the sample. Professional judgment must be used to relate the sample results to other evidential matter when the auditor forms a conclusion about a particular account balance or class of transactions.
3. We are thoroughly familiar with the accounting output data generated by the City's computerized system. We have worked closely with computer specialists hired by other governmental units in the following areas: accounts receivable, accounts payable, payroll and capital assets.
4. The audit team and the approximate amount of time to be spent on the audit is as follows:

Judy G. Rouse, CPA,	40 %
R. Rex Rouse, Jr., CPA	5 % (or more if necessary)
Trevor Gardner, Staff Auditor	55%
5. In our management letter, we would communicate to the City any deficiencies in internal control brought to light by our assessment of the City's accounting system and relate any recommendations for corrective action in accordance with Statement on Auditing Standards.
6. We expect the same level of assistance that we have received in prior years from the City's staff.
 - a. Capital asset records must be accurately prepared and all additions must be balanced with the general ledger. Depreciation schedules including infrastructure records must be prepared in accordance with GASB 34.
 - b. The tax collections as recorded in the general ledger must be agreed to the year-end county collection report.
 - c. The Powell Bill report must be timely filed and accurately prepared.
 - d. Any take or pay billing statements should be prepared and ready for examination.
 - e. Investment interest schedule must agree to the General Ledger balances.

7. In order to meet the October 31 deadline, we plan to complete all audit planning and substantially all internal control testing prior to June 30, 2021. Year-end fieldwork should be completed by September 15 and the report finalized by October 31.
8. a. Personnel Costs are estimated as follows:

1. Estimated Hours –

	<u>Hours</u>
On-site interim work	80
Year-end on-site work	480
Work performed in the auditor's office	<u>220</u>
Total Estimated Hours	<u>780</u>

2. Rates per Hour -

Partners	\$115
Clerical	\$75

3. Total cost for each category of personnel and for all manpower costs -

	<u>Cost</u>
Partners	\$ 53,000
Clerical	<u>2,900</u>
Total manpower costs	<u>\$ 55,900</u>

- b., c. and d. No costs for travel, supplies or other expenses are to be billed to the City.
9. We have attached a list of certain procedures normally completed by City Personnel by August 15. If, in addition to these items the following items can also be accurately completed by August 15, 2021, we would propose to complete the audit for a lump sum fee of \$51,900.
- a. Capital asset records must be accurately prepared and all additions must be balanced with the general ledger. Depreciation schedules including infrastructure records must be prepared in accordance with GASB 34.
- b. The tax collections as recorded in the general ledger must be agreed to the year-end county collection report.
- c. The Powell Bill report must be timely filed and accurately prepared.
- d. Investment interest schedule must agree to the General Ledger.

In the event that the City of Eden prepares the financial statements, including the footnotes and supplemental schedules, the fee shall be discounted by \$2,000. In the event that the City of Eden prepares the financial statements and the supplemental schedules but not the footnotes, the fee shall be discounted by \$1,000.

If the City achieves all of these incentives, as they have done in the past several years, the fee will be \$49,900.

In the event that the City requests any additional services beyond the scope of the audit and related services listed in the RFP, our fees will be agreed to prior to the commencement of the additional services. It is anticipated that we would bill these services at our standard hourly rates.

We would anticipate a fee increase of 5% for each of the subsequent two years.

Sincerely yours,

Rouse, Rouse, Rouse & Gardner, LLP
Rouse, Rouse, Rouse & Gardner, LLP
Certified Public Accountants

CITY OF EDEN
REQUEST FOR AUDITING SERVICES PROPOSAL
February 12, 2021

Assistance Available to Proposer

The City will make available to the auditor sufficient help to pull and file records and to prepare and mail all necessary confirmations. The following accounting procedures will be completed and documents prepared by the City's staff no later than August 15:

1. The books of accounts will be fully balanced.
2. All subsidiary ledgers will be reconciled to control amounts.
3. All bank account reconciliation for each month will be completed.
4. The City's staff will prepare the following items:

General

- a. All normal year ending adjusting entries.
- b. Working Balance Sheet for each fund.
- c. Working Statement of Revenues, Expenditures (expenses) and Changes in Fund Balance for each fund.
- d. A copy of the final budget as of June 30, the original budget and all active projects during the audit period.
- e. A copy of all project ordinances and all amendments for all active projects during the audit period.
- f. A copy of all contracts in force at the statement date.
- g. A copy of board policies, including travel and investment policies.

Cash and Investments

- a. All bank reconciliation for each month.
- b. List of outstanding checks, showing check number, payee, date and amount.
- c. Schedule of all investments for all funds at the market value at statement date.

Receivable

- a. Aged trial balance of accounts, taxes and miscellaneous receivables as of the statement date.
- b. Analysis of allowance for doubtful accounts.

Other Assets

- a. Schedule of insurance coverage.

Capital Assets

- a. Schedule of all capital outlays during the audit year.
- b. Schedule of all capital dispositions during the audit period.

Current Liabilities

- a. Trial balance of accounts payable.

Long-Term Debt

- a. Analysis of long-term debt.
- b. Computation of vested vacation payable as of the audit date.

5. The following will be compiled for each grant:

- a. Grant agreement.
- b. Budget.
- c. All financial reports.
- d. All applicable laws or regulations.
- e. Correspondence with the grantor agency, including monitoring reports.
- f. CFDA # and/or pass-through grant #.

Independence

Rouse, Rouse, Rouse & Gardner, LLP establishes procedures designed to provide it with reasonable assurance that the firm and its personnel maintain independence when required by relevant ethical requirements. Such procedures enable the firm to

1. communicate its independence requirements to its personnel and, when applicable, others subject to them and
2. identify and evaluate circumstances and relationships that create threats to independence and to take appropriate action to eliminate those threats or reduce them to an acceptable level by applying safeguards or, if considered appropriate, to withdraw from the engagement when withdrawal is possible under applicable law or regulation.

Such procedures require

1. engagement partners to provide the firm with relevant information about client engagements, including the scope of services, to enable the firm to evaluate the overall effect, if any, on independence requirements;
2. personnel to promptly notify the firm of circumstances and relationships that create a threat to independence so that appropriate action can be taken; and
3. the accumulation and communication of relevant information to appropriate personnel so that
 - a. the firm and its personnel can readily determine whether they satisfy independence requirements,
 - b. the firm can maintain and update information relating to independence, and
 - c. the firm can take appropriate action regarding identified threats to independence that are not at an acceptable level.

The firm establishes procedures designed to provide it with reasonable assurance that it is notified of breaches of independence requirements and to enable it to take appropriate actions to resolve such situations. The procedures include requirements for

1. personnel to promptly notify the engagement partner of independence breaches of which they become aware;
2. The engagement partner determines the actions taken to resolve the matter.

At least annually, the firm obtains written confirmation of compliance with its procedures on independence from all firm personnel required to be independent by the requirements set forth in Code of Professional Conduct as set forth in the Conceptual Framework for Independence, and its related interpretations and rulings of the AICPA Code of Professional Conduct and the Independence Rule of state boards of accountancy and applicable regulatory agencies. By obtaining written confirmation and taking appropriate action on information indicating noncompliance, the firm demonstrates the importance that it attaches to independence and keeps the issue current for, and visible to, its personnel.



Report on the Firm's System of Quality Control

To the Partners of Rouse, Rouse, Penn & Rouse, LLP and the
Peer Review Committee, North Carolina Association
Of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Rouse, Rouse, Penn & Rouse, LLP (the firm) in effect for the year ended June 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rouse, Rouse, Penn & Rouse, LLP in effect for the year ended June 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rouse, Rouse, Penn & Rouse, LLP has received a peer review rating of *pass*.

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

December 11, 2017

Raleigh
4060 Barrett Drive
Post Office Box 17806
Raleigh, North Carolina 27619

919 782 9265
919 783 8937 FAX

Durham
3500 Westgate Drive
Suite 203
Durham, North Carolina 27707

919 354 2584
919 489 8183 FAX

Pittsboro
10 Sanford Road
Post Office Box 1399
Pittsboro, North Carolina 27312

919 542 6000
919 542 5764 FAX



MEMORANDUM

To: Honorable Mayor and City Council
Thru: Jon Mendenhall, City Manager
From: Amy P. Winn, Assistant Director of Finance
Date: March 16, 2021
Subject: Installment Purchases - Financing for 5 years

City Council has approved the purchase of a dump truck for the Street department, financial software for the Finance department and (8) vehicles for the Police department and it has been set up in the budget for all these to be financed. On February 24, 2021, I requested bids from our local banks for the financing and received the following quotes:

BB&T	1.27%
First National Bank	1.61%
FNB Commercial Leasing	2.60%
Government Capital	2.15%
United Financial (Home Trust)	1.34%

Below is the total cost of each with annual payments. I respectfully ask that Council approve BB&T as the successful bid for financing. If you have any additional questions, please do not hesitate to ask.

	<u>Total Cost</u>	<u>Annual Payment</u>
2021 Dump Truck	\$ 111,371.11	\$ 23,130.01
Financial Management Software	\$ 87,275.00	\$ 18,125.63
(8) Police Vehicles	\$ 350,182.17	\$ 72,727.27



Governmental Finance

5130 Parkway Plaza Boulevard
Charlotte, North Carolina 28217
Phone (704) 954-1700
Fax (704) 954-1799

March 3, 2021

Ms. Amy Winn
City of Eden, NC
PO Box 70
Eden, NC 27289-0070

Dear Ms. Winn:

Truist Bank (“Lender”) is pleased to offer this proposal for the financing requested by the City of Eden, NC (“Borrower”).

PROJECT: 2021 HV607 SBA Dump Truck

AMOUNT: \$111,371.11

TERM: 5 years

INTEREST RATE: 1.27%

TAX STATUS: Tax Exempt – Bank Qualified

PAYMENTS: Interest: Annual
Principal: Annual

INTEREST RATE CALCULATION: 30/360

SECURITY: Vehicles and Equipment

PREPAYMENT TERMS: Prepayable in whole at any time without penalty

RATE EXPIRATION: April 30, 2021

DOCUMENTATION/ LEGAL REVIEW FEE: N/A

FUNDING: Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.

DOCUMENTATION: Lender proposes to use its standard form financing contracts and related documents for this installment financing. We shall provide a sample of those documents to you should Lender be the successful proposer.

The financing documents shall include provisions that will outline appropriate changes to be implemented in the event that this transaction is determined to be taxable or non-bank qualified in accordance with the Internal Revenue Service Code. All documentation must be deemed appropriate by Lender before closing.

**REPORTING
REQUIREMENTS:**

Lender will require financial statements to be delivered within 270 days after the conclusion of each fiscal year-end throughout the term of the financing.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to Lender. If your board adopts this resolution, then Lender shall not require any further board action prior to closing the transaction.

Lender shall have the right to cancel this offer by notifying the Borrower of its election to do so (whether this offer has previously been accepted by the Borrower) if at any time prior to the closing there is a material adverse change in the Borrower's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Borrower or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to Lender.

Costs of counsel for the Borrower and any other costs will be the responsibility of the Borrower.

The stated interest rate assumes that the Borrower expects to borrow no more than \$10,000,000 in the current calendar year and that the financing will qualify as qualified tax-exempt financing under the Internal Revenue Code. Lender reserves the right to terminate this bid or to negotiate a mutually acceptable interest rate if the financing is not qualified tax-exempt financing.

We appreciate the opportunity to offer this financing proposal. Please call me at (803) 413-4991 with your questions and comments. We look forward to hearing from you.

Sincerely,

Truist Bank



Andrew G. Smith
Senior Vice President

Resolution Approving Financing Terms

WHEREAS: The City of Eden, NC ("Borrower") has previously determined to undertake a project for the financing of a 2021 HV607 SBA Dump Truck (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank ("Lender") in accordance with the proposal dated March 3, 2021. The amount financed shall not exceed \$111,371.11, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.27%, and the financing term shall not exceed five (5) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 2021

By: _____

By: _____

Title: _____

Title: _____

SEAL

2021 HV607 SBA Dump Truck (DRAFT)

Compounding Period: Annual

Nominal Annual Rate: 1.270%

Cash Flow Data - Loans and Payments

Event	Date	Amount	Number	Period	End Date
1 Loan	03/03/2021	111,371.11	1		
2 Payment	03/03/2022	23,130.01	5	Annual	03/03/2026

TValue Amortization Schedule - Normal, 360 Day Year

Date	Payment	Interest	Principal	Balance
Loan 03/03/2021				111,371.11
2021 Totals	0.00	0.00	0.00	
1 03/03/2022	23,130.01	1,414.41	21,715.60	89,655.51
2022 Totals	23,130.01	1,414.41	21,715.60	
2 03/03/2023	23,130.01	1,138.62	21,991.39	67,664.12
2023 Totals	23,130.01	1,138.62	21,991.39	
3 03/03/2024	23,130.01	859.33	22,270.68	45,393.44
2024 Totals	23,130.01	859.33	22,270.68	
4 03/03/2025	23,130.01	576.50	22,553.51	22,839.93
2025 Totals	23,130.01	576.50	22,553.51	
5 03/03/2026	23,130.01	290.08	22,839.93	0.00
2026 Totals	23,130.01	290.08	22,839.93	
Grand Totals	115,650.05	4,278.94	111,371.11	



Branch Banking & Trust Company

Governmental Finance

5130 Parkway Plaza Boulevard
Charlotte, North Carolina 28217
Phone (704) 954-1700
Fax (704) 954-1799

March 3, 2021

Ms. Amy Winn
City of Eden, NC
PO Box 70
Eden, NC 27289-0070

Dear Ms. Winn:

Truist Bank (“Lender”) is pleased to offer this proposal for the financing requested by the City of Eden, NC (“Borrower”).

PROJECT: Financial Management Software

AMOUNT: \$87,275.00

TERM: 5 years

INTEREST RATE: 1.27%

TAX STATUS: Tax Exempt – Bank Qualified

PAYMENTS: Interest: Annual
Principal: Annual

INTEREST RATE CALCULATION: 30/360

SECURITY: Security interest in the equipment being financed

PREPAYMENT TERMS: Prepayable in whole at any time without penalty

RATE EXPIRATION: April 30, 2021

DOCUMENTATION/ LEGAL REVIEW FEE: N/A

FUNDING: Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.

DOCUMENTATION: Lender proposes to use its standard form financing contracts and related documents for this installment financing. We shall provide a sample of those documents to you should Lender be the successful proposer.

The financing documents shall include provisions that will outline appropriate changes to be implemented in the event that this transaction is determined to be taxable or non-bank qualified in accordance with the Internal Revenue Service Code. All documentation must be deemed appropriate by Lender before closing.

REPORTING

REQUIREMENTS: Lender will require financial statements to be delivered within 270 days after the conclusion of each fiscal year-end throughout the term of the financing.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to Lender. If your board adopts this resolution, then Lender shall not require any further board action prior to closing the transaction.

Lender shall have the right to cancel this offer by notifying the Borrower of its election to do so (whether this offer has previously been accepted by the Borrower) if at any time prior to the closing there is a material adverse change in the Borrower's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Borrower or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to Lender.

Costs of counsel for the Borrower and any other costs will be the responsibility of the Borrower.

The stated interest rate assumes that the Borrower expects to borrow no more than \$10,000,000 in the current calendar year and that the financing will qualify as qualified tax-exempt financing under the Internal Revenue Code. Lender reserves the right to terminate this bid or to negotiate a mutually acceptable interest rate if the financing is not qualified tax-exempt financing.

We appreciate the opportunity to offer this financing proposal. Please call me at (803) 413-4991 with your questions and comments. We look forward to hearing from you.

Sincerely,

Truist Bank



Andrew G. Smith
Senior Vice President

Resolution Approving Financing Terms

WHEREAS: The City of Eden, NC ("Borrower") has previously determined to undertake a project for the financing of financial software (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank ("Lender") in accordance with the proposal dated March 3, 2021. The amount financed shall not exceed \$87,275.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.27%, and the financing term shall not exceed five (5) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 2021

By: _____

By: _____

Title: _____

Title: _____

SEAL

Financial Management Software (DRAFT)

Compounding Period: Annual

Nominal Annual Rate: 1.270%

Cash Flow Data - Loans and Payments

Event	Date	Amount	Number	Period	End Date
1 Loan	03/03/2021	87,275.00	1		
2 Payment	03/03/2022	18,125.63	5	Annual	03/03/2026

TValue Amortization Schedule - Normal, 360 Day Year

Date	Payment	Interest	Principal	Balance
Loan 03/03/2021				87,275.00
2021 Totals	0.00	0.00	0.00	
1 03/03/2022	18,125.63	1,108.39	17,017.24	70,257.76
2022 Totals	18,125.63	1,108.39	17,017.24	
2 03/03/2023	18,125.63	892.27	17,233.36	53,024.40
2023 Totals	18,125.63	892.27	17,233.36	
3 03/03/2024	18,125.63	673.41	17,452.22	35,572.18
2024 Totals	18,125.63	673.41	17,452.22	
4 03/03/2025	18,125.63	451.77	17,673.86	17,898.32
2025 Totals	18,125.63	451.77	17,673.86	
5 03/03/2026	18,125.63	227.31	17,898.32	0.00
2026 Totals	18,125.63	227.31	17,898.32	
Grand Totals	90,628.15	3,353.15	87,275.00	



Branch Banking & Trust Company

Governmental Finance

5130 Parkway Plaza Boulevard
Charlotte, North Carolina 28217
Phone (704) 954-1700
Fax (704) 954-1799

March 3, 2021

Ms. Amy Winn
City of Eden, NC
PO Box 70
Eden, NC 27289-0070

Dear Ms. Winn:

Truist Bank ("Lender") is pleased to offer this proposal for the financing requested by the City of Eden, NC ("Borrower").

PROJECT: Police Vehicles

AMOUNT: \$350,182.17

TERM: 5 years

INTEREST RATE: 1.27%

TAX STATUS: Tax Exempt – Bank Qualified

PAYMENTS: Interest: Annual
Principal: Annual

INTEREST RATE CALCULATION: 30/360

SECURITY: Vehicles and Equipment

PREPAYMENT TERMS: Prepayable in whole at any time without penalty

RATE EXPIRATION: April 30, 2021

DOCUMENTATION/ LEGAL REVIEW FEE: N/A

FUNDING: Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.

DOCUMENTATION: Lender proposes to use its standard form financing contracts and related documents for this installment financing. We shall provide a sample of those documents to you should Lender be the successful proposer.

The financing documents shall include provisions that will outline appropriate changes to be implemented in the event that this transaction is determined to be taxable or non-bank qualified in accordance with the Internal Revenue Service Code. All documentation must be deemed appropriate by Lender before closing.

REPORTING

REQUIREMENTS: Lender will require financial statements to be delivered within 270 days after the conclusion of each fiscal year-end throughout the term of the financing.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to Lender. If your board adopts this resolution, then Lender shall not require any further board action prior to closing the transaction.

Lender shall have the right to cancel this offer by notifying the Borrower of its election to do so (whether this offer has previously been accepted by the Borrower) if at any time prior to the closing there is a material adverse change in the Borrower's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Borrower or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to Lender.

Costs of counsel for the Borrower and any other costs will be the responsibility of the Borrower.

The stated interest rate assumes that the Borrower expects to borrow no more than \$10,000,000 in the current calendar year and that the financing will qualify as qualified tax-exempt financing under the Internal Revenue Code. Lender reserves the right to terminate this bid or to negotiate a mutually acceptable interest rate if the financing is not qualified tax-exempt financing.

We appreciate the opportunity to offer this financing proposal. Please call me at (803) 413-4991 with your questions and comments. We look forward to hearing from you.

Sincerely,

Truist Bank



Andrew G. Smith
Senior Vice President

Resolution Approving Financing Terms

WHEREAS: The City of Eden, NC ("Borrower") has previously determined to undertake a project for the financing of police vehicles (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank ("Lender") in accordance with the proposal dated March 3, 2021. The amount financed shall not exceed \$350,182.17, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.27%, and the financing term shall not exceed five (5) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 2021

By: _____

By: _____

Title: _____

Title: _____

SEAL

Police Vehicles (DRAFT)

Compounding Period: Annual

Nominal Annual Rate: 1.270%

Cash Flow Data - Loans and Payments

Event	Date	Amount	Number	Period	End Date
1 Loan	03/03/2021	350,182.17	1		
2 Payment	03/03/2022	72,727.27	5	Annual	03/03/2026

TValue Amortization Schedule - Normal, 360 Day Year

Date	Payment	Interest	Principal	Balance
Loan 03/03/2021				350,182.17
2021 Totals	0.00	0.00	0.00	
1 03/03/2022	72,727.27	4,447.31	68,279.96	281,902.21
2022 Totals	72,727.27	4,447.31	68,279.96	
2 03/03/2023	72,727.27	3,580.16	69,147.11	212,755.10
2023 Totals	72,727.27	3,580.16	69,147.11	
3 03/03/2024	72,727.27	2,701.99	70,025.28	142,729.82
2024 Totals	72,727.27	2,701.99	70,025.28	
4 03/03/2025	72,727.27	1,812.67	70,914.60	71,815.22
2025 Totals	72,727.27	1,812.67	70,914.60	
5 03/03/2026	72,727.27	912.05	71,815.22	0.00
2026 Totals	72,727.27	912.05	71,815.22	
Grand Totals	363,636.35	13,454.18	350,182.17	



MEMORANDUM-Draft

To: Honorable Mayor and City Council

Thru: Jon Mendenhall, City Manager

From: Tammie McMichael, Director of Finance & Personnel

Date: March 16, 2021

Subject: Employee Rights Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act -Amend Policy approved by Council on January 19, 2021

The Families First Coronavirus Response Act, passed in March as the federal government's first response to the COVID-19 crisis, is a law with many parts. The Emergency Sick Leave Act and the Emergency Family and Medical Leave Expansion Act are the two most familiar to public employers. The stimulus bill that was passed December 21, 2020 did not extend the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act. Those laws and the benefits they provided to employees expire at midnight, December 31, 2020. City Council approved to extend the Emergency Paid Sick Leave to June 30, 2021 at the January 19, 2021 Council Meeting.

The Emergency Paid Sick leave provides 80 hours of pay for absences related to COVID-19. The 80 hours is what most full-time employees work in a two-week period. However, it does not account for full time employees who work shift work such as the Fire Department and Police Department. Staff would like to ask you to approve the attached amended policy to add a section to accommodate shift workers under the Duration/Compensation section. This will establish equivalency for any city employee who works shifts during a two-week period, and are absent due to COVID-19. It also addresses any shift worker who has been negatively impacted on shift work (e.g. having to use regular sick leave when their leave exceeded the 80 hours formerly provided as COVID-19 leave) shall have 30 days from the date of adoption of this amended policy to petition Human Resources for relief.

The City of Eden is taking steps to protect our employees with the expiration of the Families First Coronavirus Response Act (FFCRA) on December 31, 2020. It is the City's goal to continue to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The City of Eden is committed to provide accurate information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The City of Eden will provide eligible employees with temporary emergency paid sick leave under certain conditions. This policy will become null and void should Congress adopt an Emergency Paid Sick Leave Act prior to the expiration date of this policy.

The City of Eden Emergency Paid Sick Leave

The City of Eden Emergency Paid Sick Leave is separate from and independent of Family and Medical Leave (FMLA) and is independent of any existing sick leave policies that the City grants employees in the normal course of business.

The policy allows an eligible employee to qualify for emergency paid sick leave as follows:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by their healthcare provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19.
3. The employee is showing symptoms of COVID-19 and is actively seeking but has not yet received a medical diagnosis;
4. The employee is caring for an individual subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare provider to self-quarantine for COVID-19 related reasons;
5. The employee is caring for his or her son or daughter because the child's school or childcare facility has been closed or the childcare provider is no longer available because of COVID-19 related reasons; or
6. The employee is experiencing substantially similar conditions as specified by the Federal Secretary of Health or Human Services, in consultation with the Federal Secretaries of Labor and Treasury.

Eligibility

All employees who have been employed with the City for at least 30 days (full-time, or part-time) are eligible for EPSL in the event the employee is unable to work or telecommute because the employee meets one or more of the conditions stated above.

Duration/Compensation

Employees are eligible for, on a one-time basis, the following:

- **Full-Time employees:** 80 hours of pay at their regular hourly rate of pay. "Equivalency of leave shall be provided for any shift work whereby an employee that is scheduled to work in excess of 40hrs a week is granted COVID leave at an equivalent rate for the amount of time they are scheduled to work for that week. Each employee's supervisor shall certify in writing as to the amount of shift work scheduled and the amount of COVID leave necessary to reach equivalency. Equivalent leave shall be capped at providing 2 weeks of COVID leave for shift workers. Retroactively, shift workers who were negatively impacted on shift work (e.g. having to use regular sick leave when their leave exceeded the 80hrs formerly provided as COVID leave) shall have 30 days from the date of adoption of this policy to petition Human Resources for relief through the application of this section". However, when caring for a family member, for reasons 4, 5 and 6 above, EPSL is paid at two-thirds the employee's regular hourly rate of pay.
- **Part-Time employees:** The number of hours the employee worked, on average, over the most immediate prior full pay period. However, when caring for a family member, for reasons 4, 5 and 6 above, EPSL is paid at two-thirds the employee's regular hourly rate or pay.

Paid leave under this policy is limited to \$511 per day (or \$5,110 in total) where leave is taken for reasons 1,2, and 3 described above (generally, an employee's own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4, 5, or 6 (generally care for others or school closures).

General Rules

- Employees may elect to use EPSL prior to utilizing any accrued paid sick leave under the City's sick leave policy.
- Employees that have used all or a portion of the original 80 hours mandated by the federal government, will not receive additional hours for EPSL.
- No leave provided by the City under any governmental act prior to January 1, 2021, may be credited against the EPSL eligibility.
- Employees are responsible for immediately notifying Human Resources of their intent to utilize this policy, so that the appropriate application paperwork may be given to the employee in a timely manner.
- Employees must successfully complete the necessary application paperwork and return it to Human Resources in a timely manner in order to receive compensation under this policy. Failure to return application paperwork and required supporting documentation in a timely manner may result in a delay in receiving compensation under this policy.
- Employees seeking compensation under this policy found solely to be taking this leave to defraud the City will be subject to disciplinary action up to and including termination of employment.

- The City will not retaliate against any employee who requests to take EPSL in accordance with this policy.
- This policy expires on June 30, 2021.

Definitions

Child Care Provider Defined for the Purposes of EPSL

For the purpose of this policy, the term “child care provider” is defined as one who provides child care services on a regular basis and receives compensation for those services, including an ‘eligible child care provider’ as defined in Section 658P of the Child Care & Development Block Grant Act of 1990 (42 USC 9858n).

School Defined for Purposes of EPSL

The term “school” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in Section 8101 of the Elementary & Secondary Education Act of 1965 (20 USC 7801).

CITY OF EDEN – MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

THRU: JON MENDENHALL, CITY MANAGER

THRU: TERRY SHELTON, DIRECTOR OF PUBLIC UTILITIES

FROM: MELINDA WARD, WASTEWATER SUPERINTENDENT

DATE: MARCH 5, 2021

SUBJECT: SURPLUS OF ITEMS AT THE MEBANE BRIDGE WASTEWATER PLANT

We have completed the construction of the CleanB and all associated upgrades necessary for this process. Included in the upgrade was rehab of the return pump stations. One pump station that needed it the most had 3 pumps that were still in good shape and could be used again. They were pulled and set aside for future sell. During the construction, a 10" mag meter was installed and then realized that it wouldn't work in that application. After the initial trial, it was removed and packed up but could not be sent back. It is my recommendation that these items listed below be deemed as surplus so that they can be sold.

- 1 Fairbanks-Morse 8 ", model B5444, type T40, TDH 14 – rebuilt 2008
- 1 Fairbanks-Morse 8 ", model B5444, type T40, TDH 14 – rebuilt 2009
- 1 Fairbanks-Morse 8 ", model B5444, type T40, TDH 14 – rebuilt 2003, (possibly needs rebuilt
- 1 Fairbanks-Morse 8 ", spare pump – rebuilt 2009

- 1 Badger 10" Mag meter – bought 2020 and only used during testing



Planning and Inspections Department

P. O. Box 70, 308 E Stadium Drive, Eden NC 27289-0070/Telephone 336-623-2110/Fax 336-623-4057

MEMO

TO: Honorable Mayor and City Council
THRU: Jon Mendenhall, City Manager
FROM: Kelly K. Stultz, AICP, Director
SUBJECT: Selection of Consultant for Comprehensive Plan
DATE: March 5, 2021

The first step in our process to adopt a Comprehensive Plan is to select a consultant to help with the preparation, public engagement and statutory compliance.

Request for Qualifications were posted on the NC Planners List Serv.

Qualifications were received from S&ME, N-Focus, Summit and Stewart, Inc. Based on qualifications, previous experience and their familiarity with Eden, we would recommend Stewart, Inc. be selected as the consultant for this plan.

I am recommending that you engage Stewart, Inc. and allow us to sign a contract with them that has been reviewed and approved by the City Attorney.



STEWART

March 8, 2021

Kelly K. Stultz
Director of Planning & Inspections
City of Eden
PO Box 70
Eden, NC 27289

Re: City of Eden Contract Agreement – Planning Consulting Services

Dear Kelly:

STEWART is pleased to submit this contract agreement to provide Planning Consulting Services to work with the City of Eden in regard to the City's Comprehensive Plan and Future Land Use Map update project. We are very excited to be working with you and the City of Eden again.

The proposed work program is organized into the following three (3) key tasks:

- Phase 1 - Project Initiation, Analysis and Community Engagement Plan
- Phase 2 – Visions, Goals, Recommendations and Plan Development
- Phase 3 – Implementation & Adoption

The enclosed scope and fee is inclusive of the services necessary to complete the above referenced project. We have provided a detailed scope of services by task, timeline, and proposed compensation.

Please do not hesitate to contact me at 919.866.4742 or by email at csary@stewartinc.com if you have any questions or concerns regarding this document.

Best Regards,

A handwritten signature in black ink, appearing to read "Chad D. Sary", is written over a faint, larger version of the same signature.

Chad D. Sary, AICP
Practice Leader, Municipal Planning
Vice President

Attachments:

1. Project Understanding/Scope of Services
2. Conditions of Agreement
3. Standard Hourly Rate Schedule
4. Project Information Form (to be returned with signed agreement)

SCOPE OF SERVICES:

Stewart (Consultant) approaches the City of Eden (Client) Comprehensive Plan project with a community-driven, design oriented and data-rich planning process that will prioritize local issues and refine the City's vision. The Comprehensive Plan will build on past planning efforts and include policies and strategies to guide land use regulations, promote economic development, and direct services and staff.

Stewart has experience working with Towns and Cities across the state of North Carolina, including with many communities experiencing similar challenges as Eden. The Stewart team will facilitate the creation of a well-organized, user-friendly plan guided by community engagement. We will accomplish this by executing a three-phase project scope that can be customized to meet the City's expectations.

PHASE 1 – PROJECT INITIATION, ANALYSIS AND COMMUNITY ENGAGEMENT PLAN:**Existing Plan & Document Review/Data Gathering:**

Our team will work with City staff to identify and assemble relevant background documents for review. Spatial data and adopted plans will be collected from the City, County, State, and Federal agencies as well as private organizations, as appropriate.

At a minimum the following will be reviewed:

- 2007 Land Development Plan
- Greenway Master Plan
- Positively Eden Strategic Plan
- Parks & Recreation Plan
- GIS Files
- Neighboring Jurisdiction and Regional Plans
- Unified Development Ordinance
- Zoning Map
- NCDOT Plans
- Employment, tourism and economic data & trends
- Budget / Capital Improvement Program

Assessments of past planning efforts and existing regulatory approaches are vital to understanding the challenges, opportunities, and successes of a place and crafting a feasible approach to implementation. Highlights from the plan assessment will be incorporated into steering committee presentations, content for public meetings and the final document.

During this phase a series of maps will be created to highlight existing conditions. Maps will convey property ownership, environmental constraints, natural resources, parks and open space, infrastructure and cultural and historical resources.

Tour & Initiation Meetings:

- **Kick-off Meeting & Community Tour** – After conducting a kick-off meeting with City Staff, Our team will conduct tour to document, inventory, and view key areas and features such as City-owned land and buildings, protected and unprotected natural resource areas, housing, recently approved developments (or areas proposed/being considered for development), and utilities/infrastructure.
- **Stakeholder Interviews** – The team will conduct a series of stakeholder interviews (four to six meetings) taking place over the course of one to two days. We will work with City staff to identify these stakeholders (business owners, community and neighborhood groups, economic development and tourism officials, representatives from the agricultural and/or environmental community, real estate brokers and developers, etc). The purpose of the meetings is to listen to and understand

concerns and identify plan opportunities and constraints. If necessary, these meetings could be conducted remotely.

- **Steering Committee Meeting** – The first meeting with the Steering Committee (recommended to be Planning Board) will occur during this phase of the project, where we will discuss the project scope, schedule, stakeholder feedback, and initial impressions and issues. Early identification of outreach opportunities as well as communicating a sense of inclusion and ownership is important to engage steering committee members in the process moving forward.

Community Profile:

Stewart will prepare a Community Profile (CP), incorporating updated statistics and findings from recent City efforts. The CP will include the City history, baseline demographic and economic data (population, employment, income, socioeconomic data, retail trends, etc). We will use data from the City, County, Census Bureau, State of North Carolina, Esri and other available sources. Information collected regarding the economy, business patterns, employment and demographics will be studied to benchmark progress and provide context to policy recommendations developed later in the process.

Community Survey:

The team will work closely with City staff to develop a Community Survey to gather feedback from the public regarding community vision, goals, and key issues to be addressed by plan policies, future regulatory efforts, and investment decisions. The survey may include a visual preference survey that provides images of a variety of different development types or elements. The Community Survey can be made available on-line, in print form, and as a component of a public meeting. Optionally, the Project Team could work with a third-party provider (e.g. PublicInput.com) to create an interactive website and survey that could include a community forum and/or map-based activities to identify land use preferences.

Deliverables:

- Stakeholder Interview Schedule and Invitation Template - Our team will develop a schedule and an email invitation template for staff to use to organize and invite stakeholders to participate in the plan.
- Website – The Consultant will create a stand-alone website for the project using Wix.com and retain a domain for 2 year period. The website will serve as the main information hub for the project and will be populated with information throughout the process.
- Public Engagement Plan – A table of planned public outreach efforts including meetings, social media, workshops, and Board and public presentations.
- Analysis Maps - As guided by initial input from stakeholders, staff, and steering committee, a series of maps will be developed to communicate existing conditions and trends. These maps will contribute to the initial foundation of information that will guide the plan development process.
- Community Survey - Community goals and vision will be assessed and ranked to help guide future plan development efforts. As part of the base fee for this task, the Consultant will utilize Survey Monkey and create an interactive map using ArcGIS Online. For an optional cost, an enhanced engagement platform will be utilized such as PublicInput.com, Social Pinpoint or Mindmixer.
- Community Profile - The highlights of current demographic and economic trends. This document will be provided in power point and pdf format.

Meetings:

- Project Kickoff Meeting with Staff
- Community Tour
- Stakeholder Interviews
- Steering Committee Meeting #1 & #2 (At least one steering committee meeting during this phase could be conducted online)
- Bi-weekly coordination calls with City Staff

PHASE 2 – VISIONS, GOALS, RECOMMENDATIONS AND PLAN DEVELOPMENT:

Following completion of Phase 1, our team members will conduct a series of charrettes that focus on recommendations in different areas of the City. Over the course of multiple days, workshops will focus on issues, opportunities, and visioning and recommendations, concepts, and action items. During the workshops, recommendations and conceptual designs will be produced by team landscape architects and planners that convey the intent of future land use, infrastructure, parks and recreation, and/or natural resource related policy recommendations.

In-person meetings will be conducted, if possible, and follow state guidelines for social distancing and participant limits. In-person meeting content will be presented in an online format as well. Coordination between the consultant team and City staff (planning, IT, etc.) will be necessary.

Based on the public input received during the workshops, we will prepare draft vision and goals as well as a framework for recommendations in the Comprehensive Plan.

Land Use & Growth Management

The Stewart team will conduct a detailed analysis of issues and opportunities in various portions of the City. Potential growth areas, redevelopment, commercial & industrial opportunities, economic development, recreational and conservation priorities will be studied.

Existing land use and land supply maps and data will be developed to understand capacity for growth in the City. A suitability analysis will determine areas most suitable for different types of development or conservation based on a variety of inputs. It is anticipated that suitability maps will be created for residential, commercial, industrial and conservation/open space. Exact land use types and inputs will be determined based on consultation with City staff. Typical inputs include proximity to existing and proposed roadways and utility infrastructure, proximity to schools, parks, and commercial areas, adjacent land uses, and understanding of existing land use patterns and environmental constraints.

The suitability analysis and input from public meetings will be utilized by the steering committee, City staff, and the consultant team to inform future land use preferences including use-mix, scale, and design character. Deliverables for this task will be utilized to formulate the future land use map and associated character area recommendations.

The project team will provide guidance on the future land use pattern of the City as well as the impact of future development patterns in surrounding counties and their potential impact on Eden. Best practices will be consulted to improve compatibility of new development while staying within the bounds of North Carolina general statutes.

A Future Land Use Map will be created and will be a graphical representation of the City's vision as to where growth should occur as well as lands and historic resources that should be preserved and protected from development. The map will be supplemented with descriptions of land use character areas that will be brought to life using precedent imagery and conceptual diagrams that specify intended use mix, scale, density, and other physical design characteristics. Development of the Future Land Use Map and associated character areas will be guided and informed by local goals, technical analysis, staff and steering committee perspective.

Transportation

The planning of a transportation system requires a coordinated effort between multiple local, regional, state, and federal entities. The links between transportation, land use, economic development, and recreation are complex, and all must be addressed to achieve successful and equitable community mobility.

We will study Eden's streets through a community development lens, supporting the City's livability by improving its streetscape. We will assess Eden's roadway network, looking at existing infrastructure and short-

and long-range local, regional, and state transportation projects. We will consider how they are designed, how the improvements may impact adjacent properties and how Eden might better capitalize on state funding to get positive results that align with the City's vision for its future.

Our team will also:

- Identify corridors for bicycle and pedestrian facilities
- Review applicable City Ordinances to make recommendations regarding parking standards, bicycle use, and sidewalk maintenance
- Make recommendations related to parking, accessibility and wayfinding
- Identify priority infrastructure improvements and policy recommendations that may be needed in the short and long-term

We will also make a concerted effort to include accessibility design standards in all of our transportation recommendations. Planning for safety in any transportation network means creating an environment that is comfortable for all users, including those with visual or hearing impairments and people of all ages. We may have recommendations specific to ADA guidelines and addressing gaps in accessibility that should be prioritized.

Our transportation recommendations will prioritize the need for roadway retrofits to complement surrounding neighborhood land use and fit the needs of users of the system and the City. Ultimately, our recommendations will follow a holistic approach to transportation design, with safety, connectivity, equity, and accessibility complemented by aesthetic appeal, an ecological imperative, and a maximum economic return on investment. These principles guide our overall analysis and will be important in prioritizing recommendations for Eden.

Public Infrastructure & Utilities

Our analysis and recommendations will address capacity and constraints as it relates to potential growth within Eden. A framework for public and privately funded infrastructure improvements needs to be updated regularly to ensure that it is in line with the type of growth that is envisioned as part of the land use element of the plan. This element of the plan will include information on water and wastewater, stormwater systems, fiberoptic and wireless, and other key public services.

Economic Development & Tourism

Economic development and coordination with public investment is critical to the future fiscal health of Eden. The Stewart team will coordinate the deliverables of the current economic development planning efforts into the Comprehensive Plan. The result of the analysis will be market-viable recommendations for diversifying and improving Eden's economic performance, with particular emphasis on job growth and tourism. Recommendations may address land use regulation, new public investments, public/private partnerships, incentives, and organizational strategies.

With a strong foundation gained from the investigation and analysis phase, recommendations and strategies will be formulated that enhance programmatic priorities and strengthen the Eden's economy. We will craft an economic development strategy that emphasizes the City's unique strengths. Existing economic development plans and infrastructure information will be analyzed for its ability to support the desired economic objectives.

Through analysis of published data (real estate listings, economic development literature, etc.) and discussions with key stakeholders, our team will be able to identify opportunities for targeted development or redevelopment.

Parks, Recreation, Environment, & Open Space

Open space and recreation resources are important not only to residents and visitors but also to the business community. This element of the Plan will focus on how the City can meet its current and future open space needs. In addition, we will provide guidance on how the City can use its existing and future open space resources as an opportunity to promote recreational opportunities that could facilitate, citizen lifestyle, economic development and ecotourism.

We will coordinate with City staff to obtain GIS mapping of existing facilities, information on park level-of-service and major maintenance needs, priority park improvements, greenway corridors, regional park locations, interconnection opportunities, and strategic open space priorities. The team will ensure consistency between adopted plans and new recommendations on how to improve economic resiliency and address hazard mitigation, land use policies and open space preservation.

Plan Development

Our team will prepare and submit a draft Comprehensive Plan (to be delivered in batches of chapters for ease of review) to City staff and the Steering Committee. Upon completion of the review, the draft document will be posted on the City's website for public comment. City staff and the Stewart team will also conduct a community open house to reveal the full plan. All comments received from staff, the Steering Committee, and the public will be cataloged, and responses made. This careful tracking of comments will allow the Stewart team to identify common themes in feedback/comments for discussion with staff and elected/appointed officials during the review and public hearing and adoption process. The draft document will be revised and amended as appropriate.

As part of the plan development process the Stewart team will work with the Steering Committee and staff to determine one sites to study as a focus area. Conceptual drawings will be created for the focus area that could illustrates park improvements, new development, infill development or redevelopment in a key opportunity area.

Deliverables:

- Visioning Workshop Materials and Conceptual Designs
- Preliminary Vision, Goals, and Recommendations
- Character Area Descriptions
- Draft Comprehensive Plan and Future Land Use Map
- Public Participation and Engagement Summary
- Meeting and Public Workshop Materials and Summaries
- Website Information and Updates

Meetings:

- Multi-day Workshop/Charrette(s) – Up to 2 days of meetings over the course of one trip
- Steering Committee Meeting #3 – Framework & Vision*
- Steering Committee Meeting #4 – Draft Plan & Recommendations*
- Steering Committee Meeting #5 – Draft Plan*
- Community Meetings/Open House – Draft Plan
 - This will be a “mirrored meeting” and include an in-person option and one virtual option
- Bi-weekly coordination calls with City Staff
- Update presentation to Planning Board and/or City Council (online or in person)

*At least one steering committee meeting during this phase could be conducted online

PHASE 3 – IMPLEMENTATION & ADOPTION:

Implementation

After the plan is in draft format the Stewart team will conduct a work-session with planning staff and other City departments to discuss strategic goals, capital resources, and implementation steps. Potential amendments to existing development regulations and other design standards recommended during the Plan process may also be discussed.

An Action Plan will be prepared noting time frame and responsible party for priority implementation steps. Information on projected cost and potential funding sources of recommended actions if appropriate and could be used to inform the City's Capital Improvement Plan (CIP) and other departmental budgeting activities.

Plan Adoption

Plan adoption will be a collaboration between City staff and the Stewart Team to work through the Comprehensive Plan adoption process. Key members of the Stewart team will be available to attend Planning Board meetings as appropriate to present plan status updates and will attend one meeting each to present the Draft and Final Plan. We will also attend one City Council meeting to provide a plan status update and one meeting to present the final version of the plan recommended for adoption. Stewart team members will be available if needed for additional meetings as an additional service.

Final Plan Document

Following the public hearing process, a final set of plan documents will be provided to the City including plan document, appendices, maps and map data, public engagement summaries, etc.

Deliverables:

- Implementation Steps
- Final Adopted Plan (Print (2 bound copies) and Electronic Versions, including supporting data and documentation)
- Meeting Summaries
- Website Information and Updates

Meetings:

- Steering Committee Meeting #6 – Implementation
- Presentation of Final Plan to Planning Board
- Presentation of Final Plan to City Council
- Bi-weekly coordination calls with City staff

CONTINUING SERVICE:

As part of our continuing service promise, Stewart will be available by phone or email for a period of six (6) months following plan adoption to assist staff with questions about the plan and associated implementation.

This continuing service is included is not an additional cost to the City and stems from Stewart's desire to remain a community partner, even after the contract has been fulfilled.

SCHEDULE:

Phase 1: April – August 2021

Phase 2: September 2021 – March 2022

Phase 3: May – June 2022

CLIENT RESPONSIBILITIES:

It shall be the responsibility of the Client to provide the following items:

- Provide any available electronic information
- Secure meeting spaces and coordinate meetings, including refreshments.
- Provide IT support in preparation and during meetings in City facilities.
- Identify, invite, coordinate and follow up with Steering Committee Members, staff, and stakeholder groups.
- Provide notice of scheduled meetings (with reasonable advance notice).
- Provide decisions on critical issues as necessary in a timely manner.
- Assist with facilitation of meetings.
- Payment of all invoices per Conditions of Agreement.

COMPENSATION:

Stewart agrees to provide the planning consulting services outlined above for the following compensation:

Description: Scope of Services		Base Fee
Phase 1	Project Initiation & Analysis	\$20,000
Phase 2	Visioning and Plan Development	\$50,000
Phase 3	Implementation and Adoption	\$10,000
	TOTAL BASIC SERVICES	\$80,000
Optional Task A	Small Area Plans (SAP)	\$8,000 (per additional SAP)
Optional Task B	Training (includes training material and travel)	\$2,500
Optional Task C	Additional Meetings	Add cost of in-person or online meeting

**Expense fee is inclusive of basic printing and travel costs (mileage, food and lodging).*

OPTIONAL TASKS

- **A. Small Area Plan(s):** As part of the Comprehensive Plan process our team will develop a list of priority areas that would benefit from a more detailed study and conceptual design. The City may determine the need to develop small area plan concepts for multiple areas in the City that may benefit from more detailed land use, redevelopment, streetscape, economic development, transportation and public space recommendations. Conceptual designs could be created for these areas that illustrate key infrastructure, public realm improvements, building scale, development or redevelopment opportunities, orientation, and other features.
- **B. Training:** As the Comprehensive Plan is the principal planning tool used by the City to inform major land use decisions, the Stewart team can be available to conduct a ½ day in-person training session for City staff, Planning Board, and/or City Council. This training session would include how the plan is used, how it interacts within the existing regulatory environment, and how the plan serves as a tool to shape work planning and budgeting priorities.
- **C. Additional Meetings:** Stewart staff can attend additional in-person meetings outside of the scope of services for a cost of \$1,200 per in-person meeting (\$500 per remote meeting).

ADDITIONAL SERVICES:

Any request by the Client to complete items not contained in the scope of services, or items outlined as exclusions, will be deemed as Additional Services to this Agreement. Additional Services will be provided if requested by the Client for a negotiated lump sum fee or at our Standard Hourly Billing Rates.

CONCLUSION:

This document may serve as a Client-Consultant Agreement. Included in the agreement are the standard Hourly Rate Schedule and Conditions of the Agreement. If this proposal is acceptable, please execute and return a copy of the Agreement and the Project Information Form to this office.

Do not hesitate to contact us if you have any questions regarding our proposal. Please give us the opportunity to clarify any details of this proposal or to revise it if it appears that we have misunderstood some portion of the scope of services.

Respectfully submitted:

APPROVAL:
STEWART

CITY OF EDEN


Chad D. Sary, AICP
Print Name

Print Name

Practice Leader, Municipal Planning
Vice President

Title

Title



Signature

Signature

March 8, 2021
Date

Date



Stewart Conditions of the Agreement

1.0 Payments on Account

- 1.1 Invoices for Stewart's services shall be submitted, at Stewart's option, either upon completion of any phase of service or on a monthly basis. Invoices shall be payable when rendered and shall be considered PAST DUE if not paid within 45 days after the invoice date.
- 1.2 Any inquiry or questions concerning the substance or content of an invoice shall be made to Stewart in writing within 10 days of receipt of the invoice. A failure to notify Stewart within this period shall constitute an acknowledgment that the service has been provided and is correct.

2.0 Late Payments

- 2.1 A service charge will be charged at the rate of 1.5% (18% annual percentage rate) per month or the maximum allowable by law on the then outstanding balance of PAST DUE accounts. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.
- 2.2 In the event that any portion of an account remains unpaid 30 days after billing, Stewart may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, suspend or terminate the performance of all services.

3.0 Insurance

- 3.1 Stewart shall secure and endeavor to maintain professional liability insurance and commercial general liability insurance to protect Stewart from claims for negligence, bodily injury, death or property damage which may arise out of the performance of Stewart's services under this Agreement, and from claims under the Worker's Compensation Acts. Stewart shall within 30 days of execution of contract, issue certificates confirming such insurance to the Client.

4.0 Standard of Care

- 4.1 The standard of care for all professional services performed or furnished by Stewart under this Agreement will be the skill and care used by members of Stewart's profession practicing under similar circumstances at the same time and in the same locality. Stewart makes no warranties, express or implied, under this Agreement or otherwise, in connection with Stewart's services.

5.0 Indemnifications

- 5.1 To the extent permitted by applicable law, the Client shall indemnify and hold harmless Stewart and all of its personnel, from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) to the extent they are caused by the negligent act, error, or omissions by the Client in performance of its services under this Agreement, subject to the provisions in the paragraph below on Risk Allocation.



5.2 Stewart shall indemnify and hold harmless the Client and its personnel from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) to the extent they are caused by the negligent act, error, or omissions by Stewart in performance of its services under this Agreement, subject to the provisions in the paragraph below on Risk Allocation.

5.4 Sub-Consultant(s) shall indemnify & hold harmless Consultant & Client from and against all claims, losses, damages, and expenses (including attorney's fees and defense costs) to the extent such claims, losses, damages, or expenses are caused by any negligent act, error, or omission of Sub-Consultant or any person or organization for whom the Sub-Consultant is legally liable.

6.0 Risk Allocation

6.1 In recognition of the relative risks, rewards and benefits of the Project to both the Client and Stewart, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, Stewart's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses rising out of this Agreement, from any cause or causes, shall not exceed the amount of \$250,000. Such causes include, but are not limited to, Stewart's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

7.0 Mediation

7.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Stewart's services, Stewart may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

7.2 The Client and Stewart shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the North Carolina Rules Implementing Statewide Mediated Settlement Conferences in Superior Court Civil Actions currently in effect and administered by counsel for the parties. A request for mediation shall be made in writing and delivered to the other party to the Agreement. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

7.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in Wake County, North Carolina, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.



7.4 If the parties do not resolve a dispute through mediation pursuant to this Section 7.0, the method of binding dispute resolution shall be the following:

(Check the appropriate box. If the Client and Stewart do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

- Arbitration pursuant to Section 7.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other (Specify)

8.0 Termination of Contract

8.1 Client may terminate this Agreement with thirty days prior written notice to Stewart for convenience or cause. Stewart may terminate this Agreement for cause with thirty days prior written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Stewart has been paid in full all amounts due for services, expenses and other related charges.



STEWART

**MUNICIPAL PLANNING
STANDARD HOURLY RATES - 2020**

www.stewartinc.com

CLASSIFICATION	HOURLY RATE
Planning Technician	\$ 90.00
Planner	\$ 95.00
Planner II	\$100.00
Project Planner	\$110.00
Senior Planner	\$125.00
Planning Manager	\$160.00
Principal in Charge	\$190.00

Note: This schedule of rates are subject to adjustment in accordance with annual wage and cost of living increases.



Stewart's Project #: _____

PROJECT INFORMATION FORM

Client Name: _____

Client Project #, PO or Contract #: _____
(to be shown on invoice)

Client Project Manager or Key Contact: _____

Email Address _____ Phone # _____

Client Project Name for Invoicing: _____

Invoice Mailing Address:

Client's Accounts Payable Contact:

Name: _____

Phone: _____

Email: _____

Invoices should be sent to the attention of:

Invoices should be sent by: Mail _____ Email _____ Both _____

Date invoices must be received by Client: _____

Special invoice format required: _____ Yes _____ No (If yes, please forward the template)

Billing Percentages:

Does contract stipulate percentages we can bill per month/phase? : ___ Yes ___ No

Construction Phase Billing -

Specify percentage/amount per month to be billed during Construction Admin:

Please complete all information and return to
accountsreceivable@stewartinc.com



Economic Development Department

March 2, 2021

To: The Honorable Mayor and Eden City Council

Thru: Jon Mendenhall, Eden City Manager

From: Mike Dougherty, Director of Economic Development
Randy Hunt, Eden Main Street Manager

These items are requested to be included in the March 16, 2021 City Council agenda in order to encourage downtown development in the areas that include a Municipal Service District:

Economic Development Policy 1 (ED-1)

Any residential development project located in an established Municipal Service District that would create one or more new additional water accounts and would require one or more new additional water meters would be entitled to have the water connection fees (fees for meter and riser connection listed in the Water and Sewer Rates section of the annual budget) associated with the new water accounts waived. Such fee waiver would not exceed \$5,000 per project. All applicants for such fee waiver shall submit a request to the Eden Main Street Manager and shall be subject to approval by the City Manager.

Economic Development Policy 2 (ED-2)


Any construction project located in an established Municipal Service District that satisfies the criteria below is eligible to have City of Eden building, mechanical, plumbing and electrical permit fees waived during the construction period.

Criteria for Eligibility

- a. The project must be primarily rehabilitation of an existing structure
- b. The total costs of the building improvements calculated pursuant to the NC Building Code must exceed \$100,000.

All applicants for such fee waiver shall submit a request to the Eden Main Street Manager with sufficient proof of eligibility and shall be subject to approval by the City Manager.

Please let me know if you have any questions on the above items.

 <p style="text-align: center;">ADMINISTRATIVE POLICIES & PROCEDURES MANUAL</p>		Subject: Economic Development Water Connection Fees Waiver	
		Number: <p style="text-align: center;">ED-1</p>	Revision: <p style="text-align: center;">March 16, 2021</p>
Supersedes: <p style="text-align: center;">September 16, 2020</p>		Neville Hall, Mayor	

ED - 1 Authority:

This policy was approved by the Eden City Council on September 15, 2020, and revised March 16, 2021.

ED - 1.1 Purpose:

The purpose of this policy is to promote economic development in underused and blighted downtown areas, specifically the Municipal Service Districts that are in need of revitalization.

ED - 1.2 Policy:

Any residential development project located in an established Municipal Service District that would create one or more new additional water accounts and would require one or more new additional water meters would be entitled to have the water connection fees (fees for meter and riser connection listed in the Water and Sewer Rates section of the annual budget) associated with the new water accounts waived. Such fee waiver would not exceed \$5,000 per project. All applicants for such fee waiver shall submit a request to the Eden Main Street Manager and shall be subject to approval by the City Manager.

City of Eden
Draper Commercial
Development Improvement Grant Area

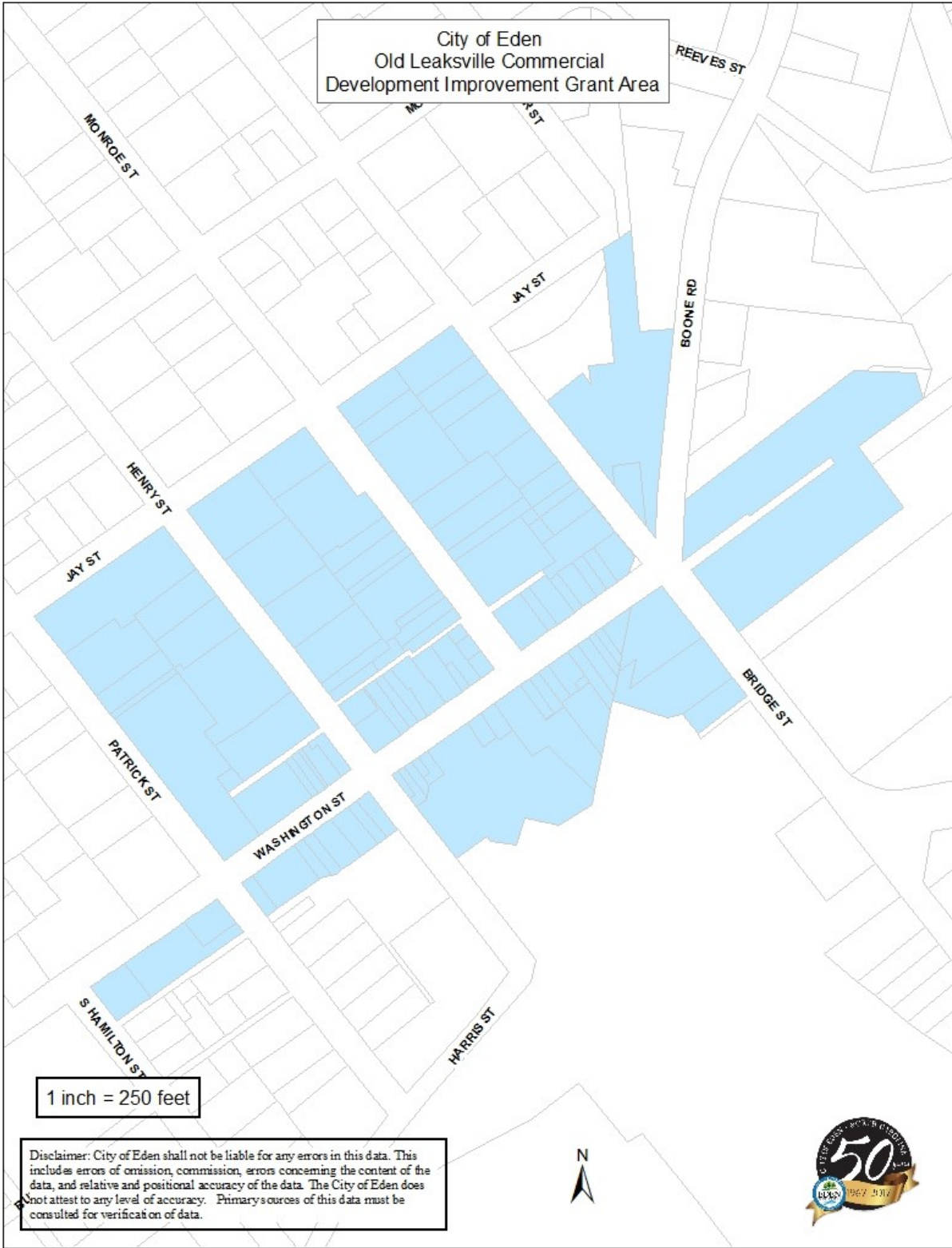


1 inch = 150 feet

Disclaimer: City of Eden shall not be liable for any errors in this data. This includes errors of omission, commission, errors concerning the content of the data, and relative and positional accuracy of the data. The City of Eden does not attest to any level of accuracy. Primary sources of this data must be consulted for verification of data.



City of Eden
Old Leaksville Commercial
Development Improvement Grant Area



1 inch = 250 feet

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Economic Development Department

March 2, 2021

To: The Honorable Mayor and Eden City Council

Thru: Jon Mendenhall, Eden City Manager

From: Mike Dougherty, Director of Economic Development
Randy Hunt, Eden Main Street Manager

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Criteria for Eligibility

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- b. The total costs of the building improvements calculated pursuant to the NC Building Code must exceed \$100,000.

All applicants for such fee waiver shall submit a request to the Eden Main Street Manager with sufficient proof of eligibility and shall be subject to approval by the City Manager.

Please let me know if you have any questions on the above items.

 <p style="text-align: center;">ADMINISTRATIVE POLICIES & PROCEDURES MANUAL</p>		Subject: Permit Fee Waiving in municipal service districts		
		Number:	Revision:	Effective Date:
ED-2			March 16, 2021	1
Supersedes:		Neville Hall, Mayor		

ED - 2 Authority:

A motion was approved by the Eden City Council in March of 2019 to waive permit fees for projects exceeding \$100,000 in historic downtown areas. That action was revised by this policy enacted on March 16, 2021.

ED - 2.1 Purpose:

The purpose of this policy is to promote residential and commercial development in underused and blighted historic and downtown areas, specifically the Municipal Service Districts that are in need of revitalization.

ED - 2.2 Policy:

Any construction project located in an established Municipal Service District that satisfies all the criteria below is eligible to have City of Eden building, mechanical, plumbing and electrical permit fees waived during the construction period.

Criteria for Eligibility:

- a. The project must be primarily rehabilitation of an existing structure
- b. The total costs of the building improvements calculated pursuant to the NC Building Code must exceed \$100,000.

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City of Eden
Draper Commercial
Development Improvement Grant Area

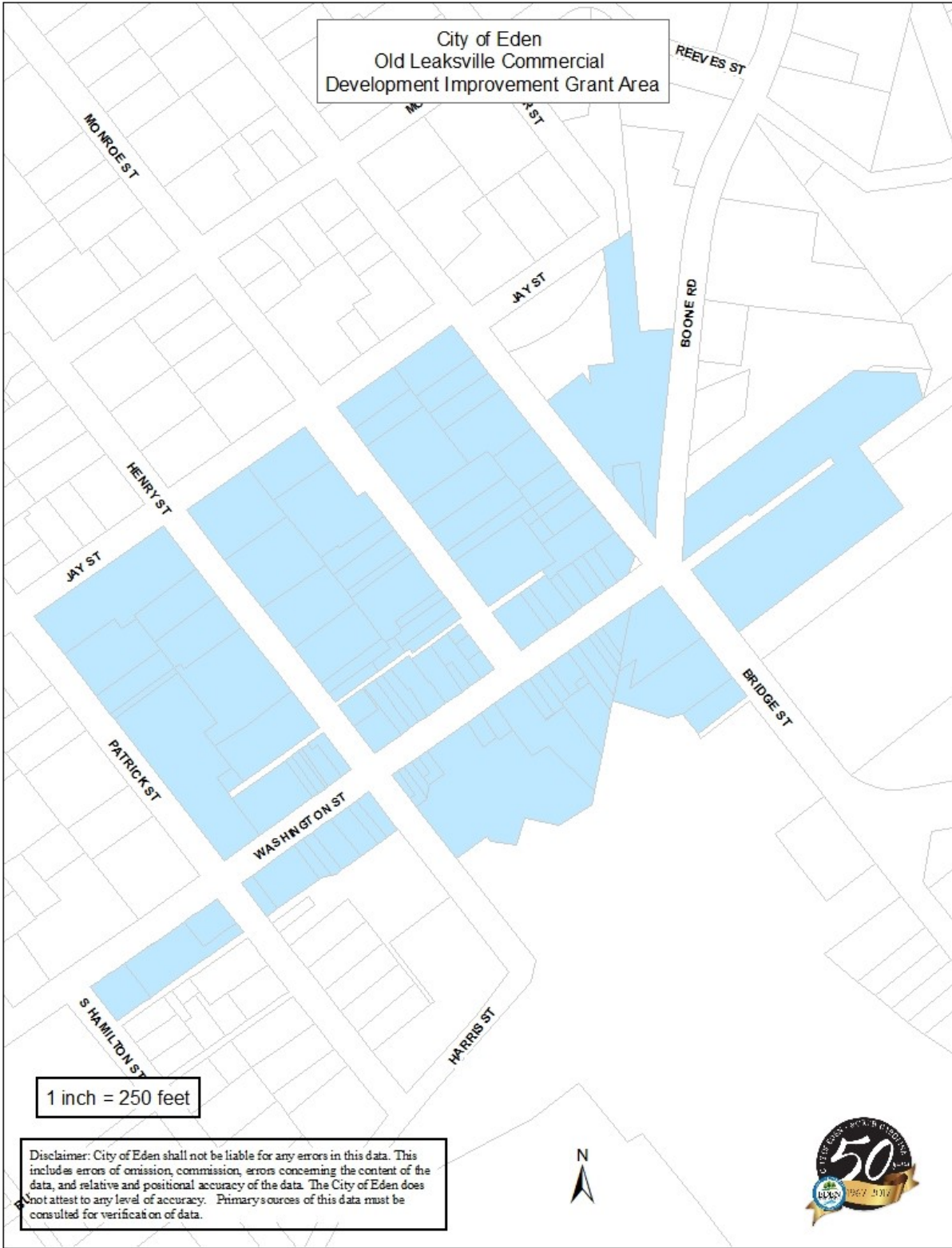


1 inch = 150 feet

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City of Eden
Old Leaksville Commercial
Development Improvement Grant Area





Economic Development Department

February 16, 2021

To: The Honorable Mayor and Eden City Council

Thru: Jon Mendenhall, Eden City Manager

From: Cindy Adams, Coordinator of Special Events and Tourism
Randy Hunt, Eden Main Street Manager

Re: City Council approval for Strategic Planning Commission Mural Project

At its February 5, 2021 meeting, the Eden Strategic Planning Commission approved the following projects:

Spray Mural

Applicable Strategy Area of the Strategic Plan

EV-7: Enhance the public realm by identifying small win projects. Develop a public arts plan and aim for public art projects annually.

\$1,800.00 for a mural depicting a Spray license plate to be placed on the side of Ramsey's Barber Shop, Morgan Road. The plate will be modified to show the year the Spray area of Eden was founded on the left side and "NC" on the right side of the plate



1951

NC

Hardison Art Studio will complete the project. This is the same company that completed the Washington Street Mural. We do not anticipate any maintenance to be required on the mural for a number of years.

We are requesting the City Council approve this project at its March 16, 2021 meeting. Please let us know if you have any questions about the project.

Thank you for considering this request.

Spray Mural

Eden, NC

Ramsey's Barbershop, Cook Block, Morgan Rd.



1962 will be replaced with year Spray established: 1950

77 will be replaced with NC

Requested by:
Deedy Ramsey
in coordination with
Brandon and Amy Hardison (Hardison Art Studio)

Mural Project Budget

Mural size will be determined during projection of image to optimum size, balance, exposure. (Avoiding obstructions)

Will be approximately 13ft-15ft x 3.5ft-4.5ft

Projection/Prep

All supplies including protective finish

Mural painting

Total cost **\$1,800**

Can be paid in installments



EDEN FIRE DEPARTMENT

MEMO

To: Honorable Mayor and City Council
From: Todd Harden, Interim Fire Chief
Date: March 4, 2021
Subject: Replacement needs

On March 1, command staff participated in a Zoom meeting with the North Carolina Department of Insurance (NCDI) concerning the ISO impact of keeping Ladder 2 at Station 4, Ladder 1 being out of service, and replacement needs of apparatuses.

Ladder 2 being at Station 4, according to Senior Field Inspector Vernon Ward and Fire Rating Inspector Brian Cox, is giving the City 67 percent ladder coverage. Ladder 2 was moved to Station 4 when Engine 4 became inoperable last year.

Maintaining a ladder truck at both Station 1 and Station 2 is the best deployment option with 99 percent ladder coverage, according to Mr. Ward and Mr. Cox. Mr. Ward was asked about the potential point loss if Ladder 2 remained at Station 4 and he advised it could be a possible 5-point reduction. Mr. Ward also stated the City could possibly remain at the current ISO rating based upon the information in the last rating from 2017.

Based upon this information from the NCDI, staff recommends the purchase of two apparatuses, which would allow our equipment to return to their original locations before Engine 4 was removed from service:

- A Sutphen 70-foot platform mid ship ladder would be placed at Station 1. This apparatus could be used both as a ladder and engine. The dual roles of the new apparatus would allow the existing Engine 1 to be placed in the reserve status, while also fulfilling the mutual aid agreement with the rural departments. The purchase of the Sutphen platform would allow the surplus of Ladder 1 and also Engine 6. Engine 2 would be moved to the second reserve status and remain at Station 2.
- The purchased demo custom engine would be placed at Station 4.

I asked Mr. Ward if a 70-foot ladder would be sufficient for the height of a four-story building and adequately serve our citizens and needs. He advised it would. He was also asked if the City was obligated to provide a ladder to meet the needs of a property outside of the corporate city limits

that was more than four stories in height that we had made an agreement with. Mr. Ward said the City would not need to provide that since the property is not located inside the City limits.

As of March 3, Steven's Fire Equipment sales representative Robert Stanley confirmed the 70-foot platform was still available and would be ready for deliver on May 1. The price of this unit is \$880,000. The annual debt service: 5 years \$197,700, 10 years \$108,500 or 15 years \$79,200. The demo custom engine we were looking at recently sold. A comparable engine would ready for delivery in June or July. The price for this unit is \$474,000 with the annual debt service in 5 years, \$129,000, 10 years \$70,800 or 15 years \$51,700.

The command staff believes the location and number of stations is sufficient. The response time to each area of the City is greatly reduced by having four stations. One of the ways ISO calculates deployment analysis is through road miles, a determination of the percentage of built upon area within 1½ miles of a first due engine company and within 2½ miles of a first due ladder company. A comprehensive study will be needed by NCDOI or an independent firm before relocating any stations. During the last ISO inspection, out of a possible 10 points we received 8.29 points.

Command staff believes, after hearing the recommendations from the NCDOI, that purchasing two pieces of apparatuses is the best option at the present time. The purchase would put the department in a very good position, updating the fleet while being able to surplus equipment in need of future costly repairs. Part of that position includes the new addition of the training facility and the current facilities we already have in place. This should put the department in a good position to maintain, or even lower, our current rating.

Command staff also recommends that Council approve the purchase of these two trucks through Sourcewell Cooperative Purchasing Program. This organization is a formally organized competitive bidding group purchasing program that offers competitively obtained purchasing services at discount prices to public agencies. NCGS 143-129(e)(3) allows municipalities to purchase through these programs as an exception to the formal bidding requirements.

CITY OF EDEN – MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

THRU: JON MENDENHALL, CITY MANAGER

FROM: ERIN GILLEY, CITY ATTORNEY

DATE: MARCH 4, 2021

SUBJECT: AMENDED POLICY FOR ANNUAL REVIEWS

In November of 2019, the City Council enacted policies that would ensure the City Manager, City Clerk and City Attorney would receive annual reviews by the City Council. There were separate policies for each employee and were written to require each annual review to take place in separate months. This would require three separate closed session meetings. As a matter of convenience, I have proposed to conduct these reviews in a single meeting in March of each year or as soon as can take place after March. This would give the Council a little more flexibility in these reviews without relieving it of the obligation to conduct them.

Staff recommendation is that you enact this amendment to the previous policies, combine them into one policy and allow the Staff to renumber them appropriately.



COUNCIL ADMINISTRATIVE POLICIES & PROCEDURES MANUAL		Subject: Annual Review of the City Manager, City Clerk and City Attorney	
Number: Council 2.0	Revision: 1	Effective Date: March 16, 2021	Page: 1
Supersedes: November 19, 2019	Neville Hall, Mayor		

4.1 Purpose.

The purpose of this policy is to establish an annual review of the previous year's performance and consider any change in the employees' salary or benefits for the following employees: City Manager, City Clerk and City Attorney. This annual review will provide an opportunity for all members of Council to participate in the oversight of these employees.

Council 4.2 Guidelines.

The Annual Review for each employee will be conducted in March of each year, or as soon thereafter as possible, in closed session. The Mayor will provide each member of the Council an evaluation form for each employee prior to the closed session meeting, which Council Members will complete and return to the Mayor prior to the meeting. The Mayor will consolidate the individual evaluation forms and return the consolidated forms to Council for review at the meeting. The Mayor will conduct the closed session meeting for the Council Members to review the evaluation and discuss any changes to the evaluation, discuss any changes in the coming year's salary for the employees, and discuss any changes the Council would like to see in the employees' performance or his/her participation in the City's operation. When the Council's deliberation is complete, the employees will be advised of the evaluation, changes in compensation, or changes Council would like to see in his/her performance or participation in the City's operation.

CITY OF EDEN – MEMORANDUM

To: Honorable Mayor and City Council

Thru: Jon Mendenhall, City Manager
Terry Vernon, Interim Parks and Recreation Director

From: Ray Thomas, Facilities and Grounds Superintendent

Date: March 5, 2021

Subject: Approval to proceed with the budgeted purchase of a zero-turn mower

Facilities and Grounds would like approval to purchase a zero-turn mower before mowing season begins in the next few weeks. The cost of the Toro mower and vacuum bagger will total around \$15,000 from Eden Lawnmower. This item was budgeted in the current fiscal year.

This division mows up to six hours each weekday, and the wear and tear on the mowers is substantial. This department is responsible for mowing all city park areas, City Hall, the welcome to Eden signs, the two recreation centers, Garden of Eden Senior Center, the Boone Road Community Center, the river landings, the Smith River Greenway, the Matrimony Creek Nature Trail, all water towers and pump stations, the homeless shelter, and any abatements and nuisances from the Planning Department. Our three newest mowers are over three years old and the two oldest ones are over five years old.

Please let me know if you have any questions or concerns.