# MINUTES

City Council
Pre-Agenda Session
Tuesday, January 26, 2021
Virtual Meeting

**Members Present:** Bert Lance-Stone, Mayor; Roger Blackwell, Mayor Pro Tem; Council Members: Lewis Dorsett, John Glass, Robert (Trey) Gray; Larry Warlick, and Tim Williams.

**Members Absent:** None.

**Others Present:** Zeb Holden, City Manager; Beth Koonce, City Attorney; Shannon Craddock, Police Chief; Jason Miller, Planning Director; John Harrison, IT Director; Sam Crawford, IT Network Administrator; Jaime Cox, IT Specialist; Matthew Wells, Planning Administrator; and Susan Swaim, City Clerk.

**Media Present:** None.

Mayor Stone asked if there were any additions, deletions, or changes to the agenda as presented. Manager Holden stated that he would like to request an item be added to the consent agenda as Item H – Public Event – Disk Golf Tournament and also for Item 8 be amended to include NCGS 143-318.11(a)(4) – To discuss matters relating to the location or expansion of business in the area served by this body.

Manager Holden outlined for Council the procedures for tonight's virtual meeting. He mentioned that Council members should have received an email with instructions to complete the required cyber security training and asked each of them to complete that training by February 1st. Manager Holden shared that he appreciated Council members taking part in the facilities tour on January 14th and hoped that the tour provided them with an overview of completed and ongoing projects throughout the City.

Manager Holden advised that the Public Hearing scheduled for tonight will need to be continued until the February 28th, 2021 regularly scheduled City Council meeting due to the developer asking for additional time to explore options for possible costs savings and design changes.

Mayor Stone shared her appreciation for everyone that participated in the Litter Sweep event focused around the I-85/Main Street area. She mentioned that the temperature was below freezing that morning as well as it being a City holiday and wanted to thank everyone that gave their time to help with the clean-up. Councilman Dorsett also expressed his appreciation for everyone that participated in that project.

With no further discussion, Mayor Stone adjourned the January 26, 2021 Pre-Agenda session.

MINUTES
City of Archdale
City Council
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Virtual Meeting

**Members Present:** Bert Lance-Stone, Mayor; Roger Blackwell, Mayor Pro Tem; Council Members: Lewis Dorsett, John Glass, Robert (Trey) Gray; Larry Warlick, and Tim Williams.

**Members Absent:** None.

**Others Present:** Zeb Holden, City Manager; Beth Koonce, City Attorney; Chris Finan, Attorney; Shannon Craddock, Police Chief; Jason Miller, Planning Director; John Harrison, IT Director; Sam Crawford, IT Network Administrator; Jaime Cox, IT Specialist; Matthew Wells, Planning Administrator; and Susan Swaim, City Clerk.

**Media Present:** None.

**Item 1.** Call to Order.

Mayor Stone called the meeting to order. She shared that tonight the City is conducting a virtual meeting and welcomed everyone that may be watching via the City's YouTube channel.

**Item 2.** Invocation and Pledge of Allegiance.

Mayor Stone gave the invocation and Mayor Pro Tem Dorsett led those present in the pledge of allegiance to the flag.

Manager Holden shared that David White, a former member of the Planning and Zoning Board, and craftsman of the time capsule located in the lobby, passed away in December. He asked for a moment of silence in remembrance of Mr. White and his contributions to the City.

**Item 3.** Council Action to Accept or Amend the Agenda.

**Mayor Pro Tem Dorsett made a motion to amend the Consent Agenda by adding Item H – Public Event – Disk Golf Tournament. The motion was seconded by Councilman Blackwell and was approved unanimously.**

**Mayor Pro Tem Dorsett made a motion to amend Item 8 - Closed Session to include NCGS 143-318.11(a)(4) -To discuss matters relating to the location or expansion of business in the area served by this body.The motion was seconded by Councilman Blackwell and was approved unanimously.**

**Item 4.** Consideration of Consent Agenda: These items are considered routine, non-controversial, and are considered and approved by a single motion and vote.

A. Approval of the Minutes for the December 15, 2020 City Council Meeting.
B. Approval of the Minutes for the December 15, 2020 City Council Organizational Meeting.
C. Approval of the Minutes for the December 17, 2020 Special Called City Council Meeting.
D. Financial Summary Report.
E. Schedule of Fees Amendment.
F. Reappointment of Bob Kollm and Scott Greene to the Planning and Zoning Board.
G. Authorization for Manager to Enter Agreement for Update to Land Use Ordinances.
H. Public Event – Disk Golf Tournament.

**Mayor Pro Tem Dorsett made a motion to approve the Consent Agenda as amended. The motion was seconded by Councilman Blackwell and was approved unanimously.**

**Item 5.** Public Comment Time.

Manager Holden stated that due to the City Council meeting being held virtually, citizens were advised that public comments may be submitted by sending an e-mail via the Public Comments e-mail address, and that all comments meeting the public comment guidelines would be read into the record.

Susan Swaim, City Clerk, stated that no public comments were received.

**Item 6**. Public Hearing: Economic Development Agreement for Site Along Eden Terrace and Archdale Boulevard.

Manager Holden addressed Council on this item. He stated that the City along with the Randolph County Economic Development Corporation, Randolph County, and Samet Properties, LLC are considering a joint venture to ensure economic development occurs on a property on Eden Terrace. Manager Holden further stated that the property is located along Eden Terrace and Archdale Boulevard and is owned by 907 ET, LLC. He stated that should the agreement be approved the property owner will allow Samet to build a shell building suitable for industrial uses. Manager Holden advised that the property will be developed over a period of time and should there be no end user of that property upon completion of construction, the City and the County will jointly lease the building for no more than twenty-four (24) months. He further advised that should the building be purchased or leased during the twenty-four (24) month period, the lease agreement would terminate. Manager Holden stated that the cost to the City would be a maximum of $360,000.00 over the twenty-four (24) month period.

Manager Holden advised that since the time this request was presented, Samet has asked that the City delay the request as they are exploring new options that may be in the better interest of all parties. He asked that Council open the scheduled public hearing, hear any public comments received to date, and then continue the public hearing until the February 23, 2020 City Council meeting in order to discuss possible further options with all parties.

Mayor Stone thanked Manager Holden for his report then opened the public hearing. She asked the City Clerk to read any public comments received for this item. Susan Swaim, City Clerk, advised that as of this time, no comments have been received.

Manager Holden shared that the property in question is approximately 36 acres and has enough land to accommodate 2-3 such buildings. He further shared that the City's long-term investment will be in the jobs created by future development and the tax revenue associated with those projects. Manager Holden mentioned that due to the virtual nature of the public hearing, public comments via the City's website or written letter, will be received up to 24 hours after the public hearing's conclusion.

**Mayor Pro Tem Dorsett made a motion to continue the public hearing until the next regularly scheduled City Council meeting on February 23, 2020 at 7:00 p.m. in the Council Chamber. The motion was seconded by Councilman Blackwell and was approved unanimously.**

**Item 7.** Presentation of 2019-20 Annual Audit Report.

Cassie Wilson with Martin Starnes & Associates addressed Council on this item. Ms. Wilson joined us via Microsoft Teams. She outlined for Council the various sections of the report and the financial information found within those sections. Ms. Wilson advised that the audit for the period ending June 30, 2020 has been completed and that the City received an unmodified opinion which is the highest opinion given, and further advised that the audit found no areas of non-compliance with federal or state funds. She reported on revenue and expenditures within the General Fund, Water & Sewer Fund, and Stormwater Fund. Ms. Wilson advised Council that the City had an overall solid financial performance for the year. She stated that even though this year was especially different due to all work being performed virtually, the audit went very smoothly and her audit staff spoke highly of City staff.

Mayor Stone thanked Ms. Wilson for her report and she also recognized and thanked the Finance Department staff for their outstanding work. Manager Holden thanked Ms. Wilson and her audit team for working through this audit in light of COVID-19 working restrictions. He also thanked Finance Dept. staff for their work during the audit.

Councilman Blackwell thanked Manager Holden, Department Heads, and all City employees for their work performed on behalf of the City. Manager Holden thanked City Council for their continued support.

Manager Holden thanked all employees involved in the preparation for tonight's virtual meeting.

**Item 8.** Closed Session pursuant to NCGS 143-318.11(a)(3) - Consult with Attorney and NCGS 143-318.11(a)(4) - To discuss matters relating to the location or expansion of business in the area served by this body.

**Mayor Pro Tem Dorsett made a motion to go into Closed Session pursuant to NCGS 143-318.11(a)(3) Consultation with Attorney and NCGS 143-318.11(a)(4) to discuss matters relating to the location or expansion of business in the area**

**served by this body. The motion was seconded by Councilman Blackwell and was approved unanimously.**

Manager Holden thanked those watching via the City's YouTube channel and explained that Council will be entering a closed session with no action being taken. He stated that the live stream will now end and public comments on agenda items will received via the comment forms located on the City's website or by submitting an email to the public comments email address.

**Mayor ProTem Dorsett made a motion to return to open session. The motion was seconded by Councilman Blackwell and was approved unanimously.**

Mayor Stone stated that no action was taken.

**Item 9.** Additional Items.

Manager Holden inquired as to amending the composition of the Planning & Zoning Board as to better serve each ward. He advised that Council has the authority to amend the composition of that board. After discussion, Council asked that staff research the process of amending the number of members of the Planning & Zoning Board.

Mayor Stone stated that she had a citizen inquire as to the use of a low speed, motorized vehicle within Creekside Park. The citizen is wanting to ride his disabled mother through the park. Manager Holden advised that currently, the City does not allow motorized vehicles such as golf carts, four wheelers, etc. within the park or on the greenways. After further discussion, Council ask that Mayor Stone contact the citizen to determine what type of vehicle he is wanting to use for transportation.

Manager Holden reminded Council that the City was required by the Governor's executive orders addressing the pandemic, to allow customers up to six months to repay outstanding water account balances. He reported that we are nearing the end of that six-month period (2/4/2021) and there are 11 accounts with outstanding debt, most owing less than $150.00. Manager Holden is asking that Council consider a recommendation to extend the cut-off period for those accounts for one additional month so that those customers may finish paying their outstanding debt. After further discussion, Council agreed unanimously to extend the cut-off period for those accounts until March 8, 2021.

**Item 10**. Adjournment.

With no further business, Mayor Stone adjourned the Tuesday, January 26, 2021 City Council meeting.

Bert Lance Stone

Bert Lance-Stone, Mayor

ATTEST:

Susan T. Swaim

Susan T. Swaim, City Clerk