

## MINUTES

City Council  
Pre-Agenda Session  
Tuesday, May 26, 2020

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

**Members Absent:** Bert Lance-Stone.

**Others Present:** Zeb Holden, City Manager; Beth Koonce, City Attorney; Shannon Craddock, Police Chief; Jason Miller, Planning Director; John Harrison, IT Director; Travis Snider, Community Resource Officer; and Susan Swaim, City Clerk.

**Media Present:** None.

Mayor Pro Tem Blackwell asked if there were any additions, deletions, or changes to the agenda as presented. Being none, City Manager Holden reviewed several items on the agenda with Council. Discussion was had associated with Item 6 regarding the possible annexation of property located at 629 Liberty Road in order to provide water service.

Manager Holden shared that the proposed FY 2020-2021 budget will be presented to Council shortly and asked that Council set a meeting date to review and discuss the proposed budget. After discussion, it was decided that a budget review session will be scheduled for Tuesday, June 9<sup>th</sup> at 3:00 p.m. in the Training Room at City Hall. Councilman Dorsett shared that the PTRWA Board met to review their proposed budget and members can expect a 3% increase in rates in future years due to increasing costs of chemicals, services, etc. He stressed the need for Council to be proactive with opportunities to sell water that is allocated to the City. Manager Holden shared that the Park is preparing to offer a few basic programs in accordance with CDC guidelines and will be advertising those shortly. He further shared that City Hall remains closed to the public at this time but plans to loosen some restrictions within the next few weeks. Manager Holden stated that the public is encouraged to use the drop box or online service for utility payments and to schedule appointments for Planning Department services to minimize public contact.

With no further discussion, Mayor Pro Tem Blackwell adjourned the May 26, 2020 Pre-Agenda session.

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**Media Present:** None.

**Item 1.** Call to Order.

Mayor Blackwell called the meeting to order, welcomed everyone, and asked Chief Craddock to see that their attendance was registered.

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

Councilman Warlick gave the invocation and Councilman Williams led those present in the pledge of allegiance to the flag.

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

**Councilman Dorsett made a motion accept the Consent Agenda as presented. The motion was seconded by Councilman Williams 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 April 28, 2020 Zoom City Council Meeting.
- B. Financial Summary Report.

**Councilman Dorsett made a motion to approve the Consent Agenda. The motion was seconded by Councilman Williams and was approved unanimously.**

**Item 5.** Public Comment Time.

There was no one to speak during this time.

**Item 6.** Resolution of Intent and Certificate of Sufficiency to Annex Property Located at 629 Liberty Road, Being Guilford County parcel #7719601848.

Jason Miller, Planning Director addressed Council on this item. Mr. Miller stated that Virginia Eaton submitted an application for water service for a parcel that she owns at 629 Liberty Road. He advised that the City's Water and Sewer Extension Policy requires applicants who are outside the City limits to petition for annexation as part of their extension request. Mr. Miller shared that a Certificate of Sufficiency was approved during the March City Council meeting and a public hearing on the matter was set to be held at the April 2020 City Council meeting. He further shared that the public hearing was unable to be held in April. Mr. Miller advised if City Council wishes to annex this property, a public hearing will need to be set for June 23, 2020.

Manager Holden stated that Council has inquired if there was the possibility of presenting the property owner with a contract requiring future annexation, charging outside rates until the time of annexation. If the property owner will sign a future annexation document and extend water service to this property charging the outside rate. Manager Holden indicated that was a possibility and further stated that should the property owner not wish to sign that document Council may then move forward with scheduling the public hearing for annexation during the June City Council meeting.

**After further discussion, Councilman Dorsett made a motion to not annex the property at this time and offer the property owner the option to sign a future annexation document which states the property may be annexed in the future at the City's request; and if the property owner wishes to not sign that document to move forward with a public hearing for annexation during the June City Council meeting. The motion was seconded by Councilman Gray and was approved unanimously.**

**Item 7.** Code of Ordinances Amendment (Section 10-15).

Manager Holden addressed Council on this item. Manager Holden reminded Council that this section of the Code of Ordinances was amended during the March 2020 City Council meeting granting the City Manager authority to amend the nonpayment of utility services fee schedule during times of public crises. He advised that Governor Cooper's Executive Order #124 also requires water and sewer utility providers to offer repayment plans for customers that fall behind on payments during a public health crisis. Manager Holden stated that the proposed amendment allows the Manager to create payment plans designed to get customers caught up on their outstanding balances. He shared that the number of delinquent utility accounts has nearly striped during the recent months due to the COVID-19 health crisis.

**With no further discussion, Councilman Gray made a motion to approve the Code of Ordinances Amendment (Section 10-15). The motion was seconded by Councilman Dorsett and was approved unanimously.**

**Item 8.** Award of Contract for Construction of Bathroom/Shelter Facility at Creekside Park & associated Budget Amendment 2020-5.

Manager Holden addressed Council on this item. Manager Holden advised that this is the final project of the PARTF grant and consist of a bathroom facility and shelter. He stated that seven bids were received with the lowest responsible, responsive bidder being S&S Building and Development in the amount of \$189,153. Manager Holden further stated that after reviewing the company's recent construction history it is his recommendation that Council award the contract to S&S Building and Development and authorize the City Manager to issue a Notice to Proceed.

Councilman Dorsett asked if this company had been fully vetted or if there were any concerns due to this companies low bid amount. Manager Holden stated that S&S Building and Development had been given the opportunity to double check their bid proposal and that they confirmed the submitted bid amount was correct. He advised that a performance bond and payment bond would be required of S&S Building & Development.

**After further discussion, Councilman Dorsett made a motion to award a contract for construction of a bathroom/shelter facility at Creekside Park to S&S Building and Development in the amount of \$189,153 and approve Budget Amendment 2020-5. The motion was seconded by Councilman Williams and was approved unanimously.**

**Item 9.** Presentation of Archdale Public Library Annual Report – Matt Shaw, Manager.

Matt Shaw, Manager of the Archdale Public Library presented the Library's annual report to Council.

He reported that the Library closed to the public on March 17<sup>th</sup> due to COVID-19 although provided curbside service until the Governor's stay-at-home order was issued on March 27<sup>th</sup>. Mr. Shaw shared that patrons were given generous borrowing extensions so that fines would not be charged.

He shared that the Library saw record checkouts for digital materials (eBooks and e-audiobooks) during March and April. Mr. Shaw also shared that his staff completed nearly 125 hours of online learning during the time spend away from the Library. He indicated that fulltime staff at the Archdale Library returned to work on May 11 with curbside service for no-contact pickup. Mr. Shaw mentioned that the children's librarian has been producing virtual story times on Facebook for young patrons which has been extremely popular. He reported that no firm date has been established for reopening the Library to the public but when that does occur, building occupancy will likely be limited to a fixed number with Library programs and public meetings no likely to resume for some time.

Mr. Shaw gave an update on the services offered by the Library. He stated that the yearly "How are We Doing" survey was not completed this year due to the Library shutdown but reviewed last year's results. He mentioned that the Library continues to offer free access to a variety of costly online services such as Morningstar, NC Live, RandQuest.org, as well as Reference USA, Ancestry, and Mango Languages. Mr. Shaw reported that the Library offers more than 5,000 e-books and over 10,000

audiobooks. He further reported that the Library provides a variety of downloadable digital media formats for users aged 2 to 102.

Mr. Shaw reported that the average item purchased by the Library costs around \$12.00 and the City's contribution to the Library funded approximately 415 items for the Library last year. Mr. Shaw thanked Council for their support and requested their continued financial support for the coming fiscal year.

Mayor Pro Tem Blackwell thanked Mr. Shaw for his report and Council thanked him for the wonderful service provided by the Library.

**Item 10.** Archdale/Trinity Chamber of Commerce Annual Report – Beverly Nelson, President.

Beverly Nelson, President, Archdale/Trinity Chamber of Commerce addressed Council. She recognized Chamber Board members, Councilman Lewis Dorsett, City Attorney Beth Koonce, Shannon Craddock, Police Chief, and Matt Shaw, Library Manager, as well as Lori McCroskey who are in attendance tonight. Ms. Nelson introduced Lori McCroskey, Board Member. Ms. McCroskey shared that over the past few weeks many Board Members have been to the Chamber office to volunteer due to most staff members being furloughed. She further shared that many businesses have reached out to the Chamber for help during this pandemic. Ms. McCroskey mentioned that Ms. Nelson has maintained the office and responded to many requests from businesses solely by herself during this unsteady time. She asked that Council continue to support the Chamber and looks forward to the continued partnership with the City.

Beverly Nelson, President, Archdale/Trinity Chamber of Commerce presented the Chamber's annual report. Ms. Nelson provided Council with the 2019 Annual Report which detailed the accomplishments of the Chamber committees. She highlighted several items such as the Lunch with Lawmakers, the revised Tourism brochure, the Junior Golf Tournament, promotion and networking opportunities for members, events and programs offered through area schools, and the new membership directory. She also reported that one of the largest initiatives was the decision to evaluate the Bush Hill Festival and determine its future. Ms. Nelson shared that after many months of research and assessment, the Chamber Board decided to discontinue hosting the festival and made the event available.

Ms. Nelson outlined the Chamber's plans for 2020 which have, of course changed since they were made in November of 2019. She advised that the Chamber's vision and strategies had to be revised but that their mission and goals were not. Ms. Nelson further advised that the mission to help businesses survive and even grown remains their focus. She shared that the Chamber will maintain a very lean staff, will postpone all events until public gathering requirements allow them to host events, but will host virtual events when possible. Ms. Nelson indicated that the Chamber will continue to locate resources for its members as they re-open will develop ways to provide newly identified services and programs for them.

Ms. Nelson thanked Council for the opportunity to present her information to them tonight as well as for their continued support, and respectfully requested that the Archdale/Trinity Chamber be included in the City's FY2020-2021 budget.

Mayor Pro Tem Blackwell thanked Ms. Nelson for her report.

**Item 11.** Additional Items.

There were no additional items

**Item 12.** Adjournment.

With no further business, Mayor Pro Tem Blackwell adjourned the Tuesday, May 26, 2020 City Council meeting.

ATTEST:

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Bert Lance Stone, Mayor

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Susan T. Swaim, City Clerk