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Regular Meeting
Monday, December 7, 2020
6:30 PM
Council Chambers
Meeting Agenda

Call Meeting To Order:

1. Mayor Michael

Invocation:

2. Reverend Darryl Medley, Albemarle Police Chaplain

Approval Of Minutes:

3. Consider Approval of the Minutes from the November 9 and November 10 Adjourned Sessions, November 16 Regular Session, and November 16 Closed Session

Agenda Adjustments:

4. Adjourn
5. Swearing in of Newly Elected and Re-Elected Officials
6. Call the Meeting to Order - Mayor Michael
7. Election of a Mayor Pro Tem
8. Consider the Appointment of the City Manager
9. Consider the Appointment of the City Attorney
10. Provide for the Appointment of Other City Officials

Unannounced Delegations:

Administrative Reports:

11. Director of Economic Development Keith Tunnell - To Provide an Update on the Activities of Retail Strategies

Municipal Calendar:

12. Municipal Calendar

Consent Agenda:

13. Consider a Resolution to set a Public Hearing to Consider a Petition for the Assessed Installation of Curb & Gutter on Heritage Court
14. Street Closure Request - First Presbyterian Church Requests the Closing of North Street for a Church Service
15. 2009 Property Tax Write Off
16. Ordinance 20-32 - Budget Amendments

17. Ordinance 20-31- To Appropriate Additional Capital Fund Program Revenues in the Department of Public Housing

New Business:

18. Consider Approval of Morgan Road "Eudy" Subdivision
19. Consider Payment of Property Damage Claim
20. Electric Vehicle Funding Program
21. Consider Closed Session Pursuant to N.C.G.S. 143-318.11(a) (1) - To Prevent Disclosure of Information that is Privileged or Confidential pursuant to the law of this State

Adjournment:

22. Adjourn to Thursday, December 10, 2020 at 6:00 p.m

Print

Title – Mayor Michael

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Reverend Darryl Medley, Albemarle Police Chaplain

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
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No Attachments Available

APPROVALS:

Date/Time:	Approval:	Department:	
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Title – Consider Approval of the Minutes from the November 9 and November 10 Adjourned Sessions, November 16 Regular Session, and November 16 Closed Session

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> November_9_2020_Adjourned.docx	November 9 2020 Adjourned
<input type="checkbox"/> November_10_2020_Adjourned.docx	November 10, 2020 Adjourned
<input type="checkbox"/> November_16_2020_REGULAR.docx	November 16, 2020 REGULAR

APPROVALS:

Date/Time:	Approval:	Department:	
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ADJOURNED MEETING CITY COUNCIL
November 9, 2020

The City Council of the City of Albemarle met in an adjourned session focusing on strategic budget planning on Monday, November 9, 2020 at 4:00 p.m. in the Stanly County Senior Center. Mayor Ronnie Michael and the following Councilmembers were present, to-wit: Mayor Pro Tem Martha Sue Hall and Councilmembers Bill Aldridge Chris Bramlett, Martha E. Hughes, Shirley D. Lowder, Dexter Townsend, and Christopher Whitley.

The following City of Albemarle staff attended:

- Michael J. Ferris – City Manager
- Nyki Hardy – Assistant City Manager
- Britt A. Burch – City Attorney
- Cindy Stone – Clerk/Assistant to the City Manager
- Keith Tunnell – Economic Development Director
- Chief T. Pierre Brewton – Fire Department
- Colleen Conroy – Finance Department Director
- Jacob Weavil – Assistant Director Finance Department
- Dana Chaney – Human Resources Department Director
- Owen Squires – Information Systems Department Director
- Lisa Kiser – Parks and Recreation Department Director
- Kevin Robinson – Planning and Development Services Director
- Chief David Dulin – Police Department
- Judy Redwine – Public Utilities Department Director
- Ross Holshouser – Public Works Department Director

Also present were Benton Dry, Councilmember-At-Large-Elect and Carmen Randall, Executive Director of Uwharrie Marketing Association.

Facilitating the session or presenting were:

- Geraldine Gardner – Executive Director, Centralina Regional Council
- Emily Parker – Senior Planner, Centralina Regional Council
- David Cheatwood – Managing Director, First Tryon
- Will Allum - First Tryon

Introduction and Meeting Overview

City Manager Michael J. Ferris opened the session by welcoming everyone and briefly summarizing the intent of the meeting.

Geraldine Gardner from Centralina Regional Council (CRC) began with an overview of the agenda, ground rules review and a summary of how the meeting would proceed.

Mid-Year Reflections and New Opportunities for FY 22

City Manager Presentation – Priority Areas Update

Mr. Ferris presented an update to the group on where the City currently fares in implementing priority area/opportunity investment items in the current fiscal year, and what could be implemented in Fiscal Year 2021-22. The presentation was based on material provided to all attendees.

Items discussed were categorized by the following priority areas defined in the FY 2020-21 strategic planning process: Talent & Compensation Management; Organizational Capacity; Safety & Security; Infrastructure; Community & Economic Development; and Multigenerational Engagement.

Highlighted items Mr. Ferris summarized for FY 2020-21 included:

- Pay Compensation Study – Vendor review will be completed by the end of 2020 with the expectation that it will come in front of Council in early 2021.
- Public Information Officer (PIO) – The City is under contract with Uwharrie Marketing Association (UMA) in order to advance Albemarle’s image and brand as a city and community, as well as build and strengthen media relationships with both local and regional media to bring positive exposure to our community. The City also will utilize UMA to manage communications for the community survey. So far UMA has spearheaded the new Police Headquarters video tour and created several social media posts for the City and a City Instagram account. This contract will not replace the need for a PIO.
- Extrication and Confined Space Rescue Equipment – Both types of equipment purchases were in line with the department’s top equipment needs. The extrication equipment purchase should be complete this fiscal year while the confined space equipment will be delayed until it can be coordinated with training.
- Data Backup Storage System – This purchase has been completed. The City’s warehouse is the new location for the system.
- Offsite Data Storage – Starting process to determine appropriate vendor.
- Antiviral/Anti-Malware Software – These were consolidated into a single vendor.
- Downtown Parking Plan – The first 2 phases have been completed, and there are plans for parking enhancements on West North Street and Pee Dee Avenue. The City is focusing on staying ahead of demand, considering alternatives, and looking for the highest and best use.
- Pavement Maintenance – The next fiscal year’s list is under review by Public Works staff. The expectation is to present the list to Council by the end of the calendar year.
- EE Waddell Center Improvements – The floor replacement for the weight room is complete, and the roof replacement is underway.
- Albemarle Business Center – There will be a special meeting to discuss further development in the near future.

- Code Enforcement Officer – Planning and Development Services, along with HR, is finalizing a candidate currently.
- Hosting events at the Albemarle Neighborhood Theater (ANT) – This venue came on line right before the pandemic hit, which put many events on hold. However, now that indoor venues can open back up in Phase 3 of the state’s reopening plan, events will resume soon at 30% capacity.

Mr. Ferris discussed key items for consideration in FY 2021-22 which included:

- Pay Compensation Study – Depending on cost and financial resources, this could be implemented all at once, or over the next 3 years.
- Firefighters – The addition of 3 firefighters. This will increase safety of personnel and allow a ladder truck to be regularly staffed and help the Department move toward the ideal staffing with people in each position on structure fires.
- Fire Engine – This will replace the 2006 vehicle at Station 2.
- Ladder Truck – The refurbishment of this unit is estimated to cost less than \$100,000 which will help address other priority areas noted above.
- Stormwater Management Program – The City will retain an engineering firm to help establish and structure the program.
- Roof Repair on Former Fire Station – The City will evaluate options after rehab. Possible ideas include a City storage area or a wellness center for City employees.
- Moss Springs Pump Station Replacement – This needs to occur for efficiency and reliability.
- Streetscape Plan – Staff have continued to work with Arnett-Muldraw on a wayfinding plan and expect that the plan would come in front of Council for review in the 1st quarter 2021.
- Family Life Center – This will increase residents’ service programs for Public Housing.

Mr. Ferris responded to questions from Council which included:

- What is the Family Life Center? It was a service center for Public Housing residents at Amhurst Gardens which was taken offline some years ago. The plan is to build a new one.
- Are the priorities for FY 2021-22 assumptions from the current fiscal year’s priorities? Today is just recapping information about priorities set by Council for the current year. Staff will work on emergent categories and that will be shared with Council. The priority areas will not change but investment opportunities will change.
- Will FY 2021-22 priority areas include capital items? Yes.
- Is the ABC still a priority for Council? Yes it is and there will be a meeting before the year ends to define steps to move forward.
- What is the timeline for the pay compensation study? The study should be completed by the end of January 2021 and in front of Council for consideration in spring 2021.

- Are there ongoing needs for Fire Department equipment and staff? Yes – there will be needs over the next 3 years.
- Per the pay compensation study, will cost of living be considered? Yes.
- Per the Public Information Officer position, is Uwharrie Marketing Association (UMA) filling that role? The contract with UMA will not fulfill the job title, but will help the City with public relations activity. Currently there is not enough funding to fill that role full-time.
- Is there news on the code enforcement officer position? There is a candidate going through final phases of hiring.

Comments from Council members included:

- Councilmember Bramlett: Related to the parking plan, moving forward staff should look for all available downtown parking to develop (on and off street/public and private). Also homeowners should be approached in order to maximize parking space.
- Councilmember-elect Dry: Related to the stormwater management plan, this will be an important time to address some of the issues raised by citizens and be responsive.

Ms. Gardner asked Council if there were any “cautions” on items discussed thus far. Councilmember Bramlett noted that Albemarle should be known as the “service” City and that residents should be made aware of our customer service emphasis. Councilmembers Aldridge and Townsend thought that City staff do get positive comments from residents, such as the recent power outage and quick restoration of power by the Public Utilities Electric Division. The biggest “disconnect” might be in the area of County inspections where residents and businesses think that the City’s Planning and Development Services Department does it but really it’s a County service.

Councilmember-Elect Dry noted that there is an emphasis on downtown revitalization and that’s a good thing. It is Council’s responsibility though to hear what is going on. He stated that there should be a smooth transition in taking incoming investments and opening “brick and mortar” stores and businesses to create a positive atmosphere not only for local business, but also for other businesses wishing to locate and/or invest here. The City is in competition with other surrounding local communities. Economic Development Director Keith Tunnell responded by confirming that Albemarle is competing not only locally, but with surrounding states and internationally.

Councilmember Bramlett added that he would like to see Council and staff work on defining what they want specifically rather than generally. He requested that a list of what has been accomplished related to economic development be developed. Assistant City Manager Nyki Hardy replied that the City is moving in that direction by holding these strategic planning sessions as a method of working towards getting into specifics, such as the wayfinding plan as an example.

Councilmember Townsend stated that parts of Albemarle, such as East Albemarle, are growing but there still is work to be done. How can the City be champions for all of Albemarle? Councilmember Lowder added that the City will make things happen if we keep working on it rather than saying “we tried.”

Financial Outlook

City Manager Michael J. Ferris introduced this portion of the meeting by reviewing the City's debt service schedule and cash and investments handouts, which were distributed to attendees. He noted that for the period of FY 2016 – 2020, the City has built reserves as a result of the City Manager's intentional strategy to reduce the need for new revenues to fund Council's major priorities. The City Manager said this is a very significant achievement of which he and staff are proud, as it places the City in a better financial position and provides an opportunity to make the priorities of City Council a reality.

Mr. David Cheatwood from First Tryon gave a presentation on financial forecasting and financial impacts of decisions made in the last few fiscal years. He first reviewed projections based on unaudited financial information from the Finance Department. Trends for the General Fund balance from FY 2015-2020 show a current balance of \$8.4 million. The net change in the fund balance showed that the fund dropped down by \$1.2 million in FY 2019-2020, which could be a starting point for projecting financials in future years.

For General Fund-supported capital projects, the City is projected to incur almost \$10 million invested in projects or capital costs, with interest rates ranging between 1.5% - 4%. First Tryon used a "plug figure" to assume capital outlays spent in the current fiscal year, and projected that the cost would be around \$608,000 in FY 2021-2022, and \$750,000 annually thereafter for a number of years.

Assumptions about revenues were summarized for the upcoming fiscal year. The assumption is that there would be no growth in revenue overall based on the revenues in the current fiscal year. There would be a wash among sales and occupancy taxes, with little change projected from the current fiscal year into the next. The City Manager added that the assumption of no growth provides that the model, and financial planning, do not count on any additional revenues or new growth, and is therefore a very conservative approach.

Mr. Cheatwood summarized a model First Tryon created showing outputs based on the annual debt service requirements, as well as the impact on the unassigned Fund Balance. For the debt service model, First Tryon projected existing debt service along with projected debt service over 20 years (2020-2040). For the fund unassigned balance model, actual and projected fund balances were shown between FYs 2017-2026, with the targeted fund balance of 20% shown in relation to the annual fund balances.

Mayor Pro Tem Hall inquired of Finance Director Colleen Conroy if it was accurate that the City does not generate funds for the General Fund from Enterprise funds. Ms. Conroy confirmed this but specified that the City does allow payments in lieu of taxes.

There occurred a discussion of "revenue neutral" projections and the timeline of knowing more about tax revenue to be better able to discern tax revenue and plan for that in the budget.

Mr. Cheatwood then summarized the Water and Sewer Fund historical operating trends, supported capital projects, model assumptions, and Water and Sewer Fund project impacts.

Mr. Cheatwood took questions from Council and addressed them as follows:

- If all capital project items are to be done on this schedule, would there be a need for new revenues? There will be a review of revenues coming in for the current fiscal year before a clearer picture will emerge for FY 2021-22. If revenues and expenditures track like they did in FY2019-20, the City should still be able to grow the Fund balance.
- Could the City fund a possible college/university relocation? Possibly yes in that there are opportunities to address more than one issue at a time. The City Manager added that it could be a possibility as long as it does not dip into cash reserves.
- Are there options for adjustments, such as an inter-Fund loan for example? This is a possibility.

This concluded First Tryon's presentation.

A short dinner break occurred, followed by a working dinner exercise.

Ms. Gardner instructed the group that they would engage in a one half-hour exercise. The exercise would have Council members rotate among 6 "stations" associated with the priority areas and discuss with City Leadership Team members 2 different questions:

1. What have been the successes from this past fiscal year?
2. What are Council's ideas for priorities for the next fiscal year?

At the conclusion each group reported out.

Priority Area 1: Talent and Compensation Management

Successes:

- Improved hiring process
- Updated personnel policy
- Compensation study approved
- Leadership Group
- Employee Action Group
- Improve diversity

FY 22 Opportunities:

- Potential for fairness for compensation
- Succession planning
- Working environment
- Total rewards/value

Priority Area 2: Organizational Capacity

Successes:

- Response to COVID
- Reworking MUNIS system
- Flex work/enable to work from home
- Migration to Outlook365 and using MS Teams
- GFOH Award
- Rec Desk
- Security training

FY22 Opportunities:

- Police Department accreditation
- Ongoing training
- Document management system – Laserfiche integration
- Employee performance appraisals

Priority Area 3: Safety and Security

Successes:

- Community engagement by Police and Fire safeguarding residents
- Current leadership is good and influential creating opportunities around staff retention and good working conditions
- Installation of security cameras at the Public Housing complexes
- Cybersecurity (backup and storage)
- Aligning with Priority Area #6: Multigenerational engagement

FY22 Opportunities:

- Continue community engagement
- Demonstrate leadership
- Stormwater management plan
- Permitting software
- Aligning with Priority #1: Talent/Compensation Management

Priority Area 4: Infrastructure

Successes:

- Phase 2 water and sewer rehabilitation projects
- HVAC replacement – EE Waddell Center
- Additional funds for street paving
- Downtown sidewalks
- Utility pole inspections
- Downtown parking plan
- Public Housing door project
- Acquisition of bucket truck
- New Police Department Headquarters building
- SCADA

FY22 Opportunities:

- Phase 3 water and sewer rehab projects
- Bubble diffusion system wastewater treatment plant
- Phase 2 parking lot at EE Waddell Center
- Stormwater management plan
- Increase street paving
- North 3rd Street old Fire Department building
- Fleet maintenance facility
- Wiscasset facility
- Family Life Center

Priority Area 5: Community and Economic Development

Successes:

- Pfeiffer opening
- Enforge expansion
- Global Packaging expansion
- Jobs and growth
- Housing/apartment growth
- Retail growth/revenue
- ABC design completed

FY22 Opportunities:

- ABC Park development
- Downtown strategic plan
- 24/27 retail strategic plan
- Business expansion and retention programs
- Spec building program

- Hampton Inn
- Workforce training/Stanly County Community College & Pfeiffer University
- Historic Resources Commission guidelines review
- Ingram Park development
- Albemarle Hotel
- Housing development
- Rehabilitation, demolition, reuse of abandoned/empty buildings
- Main Street Program enhancements

Priority Area 6: Multi-Generational Engagement

Successes:

- Food Truck Fridays
- Downtown walking routes
- Alleyway project
- Pfeiffer University downtown campus
- Gigabyte/internet partnership with Windstream
- CTC-RCP

FY22 Opportunities:

- Public art and entertainment
- Playgrounds
- Downtown amphitheater/park
- Multi-generational housing all over city
- Virtual learning (Public Housing)
- Increase use of amphitheater at City Lake Park
- Other uses – Wiscassett Park
- Increase non-fast food restaurants in city limits

After the report out Ms. Gardner wrapped up the meeting by highlighting the topics to be discussed at the next day's session.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Whitley, unanimously carried, the meeting was adjourned until Tuesday, November 10, 2020 at 4:00 p.m. in Stanly County Senior Center.

ADJOURNED MEETING CITY COUNCIL
November 10, 2020

The City Council of the City of Albemarle met in an adjourned session focusing on strategic budget planning on Tuesday, November 10, 2020 at 4:00 p.m. in the Stanly County Senior Center. Mayor Ronnie Michael and the following Councilmembers were present, to-wit: Mayor Pro Tem Martha Sue Hall, Chris Bramlett, Martha E. Hughes, Dexter Townsend, and Christopher Whitley. Absent: Councilmembers Bill Aldridge and Shirley D. Lowder.

Also present were the following City of Albemarle staff:

- Michael J. Ferris – City Manager
- Nyki Hardy – Assistant City Manager
- Britt A. Burch – City Attorney
- Cindy Stone – Clerk/Assistant to the City Manager
- Keith Tunnell – Economic Development Director
- Chief T. Pierre Brewton – Fire Department
- Colleen Conroy – Finance Department Director
- Jacob Weavil – Assistant Director Finance Department
- Dana Chaney – Human Resources Department Director
- Owen Squires – Information Systems Department Director
- Lisa Kiser – Parks and Recreation Department Director
- Kevin Robinson – Planning and Development Services Director
- Chief David Dulin – Police Department
- Judy Redwine – Public Utilities Department Director
- Ross Holshouser – Public Works Department Director

Also present was Benton Dry, Councilmember-At-Large-Elect.

Facilitating the session or presenting were:

- Geraldine Gardner – Executive Director, Centralina Regional Council
- Emily Parker – Senior Planner, Centralina Regional Council
- Christopher Nida – Director of Research and Policy Analysis, NC League of Municipalities (via Zoom conference)

Introduction and Meeting Overview

City Manager Michael J. Ferris opened the session by welcoming everyone and briefly summarizing the intent of the meeting

Geraldine Gardner from Centralina Regional Council (CRC) began with an overview of the agenda, ground rules review and a summary of how the meeting would proceed.

FY2021-22 Investment Opportunities Exercise

Ms. Gardner requested that Council go around to the stations associated with the priority areas and place dots to “endorse” ideas/investment opportunities.

In the report out, Ms. Gardner requested that first Council clarify items on which they have questions. The discussion involved the following:

- There was a question about the stormwater management plan and its current status. Public Works Director Ross Holshouser replied that the planning team would meet next week to review RFQs. By the end of December 2020 the team will work with an engineering firm to estimate a cost for the program to bring in front of Council in 2021.
- There was a question about roof replacement at the Niven Center. Parks and Recreation Director Lisa Kiser explained that the roof has not been replaced in over 20 years, and that there have been leaks by the multi-purpose room.
- There was a question about the Moss Springs Pump Station rehab project. Public Utilities Director Judy Redwine responded. There has never been a renovation of that station since it was installed. It is impossible for the station to keep up with the current demand.

Next Ms. Gardner requested that Council place dots next to the 4 investment opportunities they would like prioritized for FY 2021-22. Top “votes” included:

- Public park murals
- Music and events, as well as an amphitheater/venue for such events
- Non fast food restaurants in Albemarle
- Review of Historic Resources Commission guidelines
- More housing in Albemarle

This information will be refined and presented in the winter 2021 strategic planning sessions in February.

Chris Nida Presentation: “2020 Local Government Budget Trends”

Mr. Nida’s presentation slides were available to the assembled group. City Manager Michael Ferris gave an introduction of Mr. Nida and stated that his presentation is based on the perspective of what local governments can control in relation to economic outlook and growth.

Mr. Nida presented remotely via a Zoom conference with the assembled group. He first introduced himself then proceeded with his presentation.

Highlights of the presentation included:

- Typically property taxes are the largest portion of a municipality’s budget.

- NC League of Municipalities (NCLM) conducted its annual budget survey of municipalities in August. From the survey NCLM found that over half of municipalities responding stated that they were concerned about revenues. Most respondents reported that they cut parks and recreation and general government expenses from their budgets.
- Sales tax trends are cyclical annually based on the time of year. For instance, revenues tend to go up during the holiday season at the end of the calendar year, dip in the beginning of the year, and increase again over time during spring and summer months.
- For trends in consumer spending, there seems to be an increase this year in food and consumer goods, with a decrease in entertainment, which will impact local sales tax revenues.
- There is a drop in NC Department of Transportation (DOT) and Powell Bill funding this year impacting municipalities' portion of aid for transportation and other related local revenue. Mr. Nida summarized the issues surrounding NCDOT this year which further exacerbated funding levels passed down to municipalities, as well as progress on local projects such as highway maintenance and road construction.
- Utility and tax sales revenue are all down possibly due to the moratorium on utility disconnections and customers putting off paying bills as a result of the COVID19 pandemic.
- Property tax revenue is still unknown at this point in the schedule, with the dynamics of commercial and residential rental property instability due to COVID19 contributing to the uncertain forecast. However, the real estate market is still strong and growing. Vehicle property tax revenue tailed off at the beginning of the pandemic but has started ticking back up, so the overall trend is flat.
- In regards to CARES Act funding, local municipalities in NC got only a small amount of the total state allotment, and that funding was restricted.
- Current state of NC revenues is not clear as there is no forecast from the State's General Assembly yet. The picture may become clearer as end-of-year taxes start coming in.
- The state's recovery from COVID19 might be slower than the 2008-2018 recession.

Mr. Nida took questions, and answered them as follows:

- What is the status from the GOALS/municipal government input process for the legislative agenda for General Assembly? All comments are in now, and the NCLM Policy Committee held 2 of the 4 sessions. From that process, NCLM received over 400 goals from municipalities. These will be advanced to the NCLM board in December. All of NCLM membership will take a vote in late December/early January.
- It seems as though the state is amassing cash – what is going to be done with that? The General Assembly has pushed building reserves for many years. However, there is uncertainty of revenue generation in the long run. There is concern for the transportation portion of the budget. NCLM would need more sales tax data in order to confirm the trend of revenue generation.

Mr. Nida ended his presentation after questions were answered and left the Zoom conference.

Ms. Gardner then asked Council what they thought the economic outlook was from their perspective. Responses or questions and answers were as follows:

- Optimistic
- Better than we thought / it could have been a lot worse
- A surge of spending
- Council needs to consider the reduction in Powell Bill spending when building the FY 21-22 budget.
- A question was asked if federal HOPE funding was being used for Public Housing. Public Housing staff have notified residents about the funds and to apply for them.
- How is the City faring in utility revenue collection? The City has made inroads to collecting funds, but still needs to collect more.

A short dinner break occurred. All Leadership Team members (department directors) and Assistant City Manager Nyki Hardy left the meeting.

Strategic Planning

Ms. Gardner introduced this portion of the meeting by stating that strategic planning is a building process. The goal of this process is for it to be an interactive process between City staff and Council to determine the priorities for FY 2021-22. This year strategic planning efforts will include community engagement.

Strategic planning involves the following: vision, mission, and values. It is a multi-year process. The way that Council would know that priorities have been implemented over time would be to drill down and chip off parts of those priorities year over year. There should be an alignment with proposed activities and the larger plan on an annual basis, and then budgeting for those proposed activities.

The role of the community survey would be to provide the perspectives of City staff and the public on how local government could support the community via its mission and vision now and into the future. The strategic planning process would be a tool to manage the expectation of the community with the realities of budget and resources. Then there would be an assessment/evaluation of progress towards the community's expectations every year.

Tonight the group will engage in the following: review of the draft community survey, a discussion of teamwork and roles between City staff and City Council, and a values exercise review.

Review: Draft of Community Survey

Council received a draft prior to this session to review.

Ms. Gardner summarized how CRC drafted the community survey. CRC wanted the survey to be able to discern the perceptions and level of satisfaction residents have with different aspects of City operations and services. They also wanted to look for input for now and for the future. With these things in mind, they constructed the survey based on the National Citizen Survey in order to benchmark citizens' responses over time. They are working to reduce participation bias by looking for input from City staff and Council on how to make the survey accessible to everyone who connects with the City of Albemarle.

Council was asked for input on the draft. The Mayor noted that blanks should be added to questions to prompt for open-ended responses, particularly towards the end of the survey. CRC will do that.

A question was asked about the plan for survey distribution. CRC is partnering with Qualtrix, a surveying firm, to aid in the development and dissemination of the survey. On the residential side, the survey will be posted on the City's website, on social media, as mailers in utility bills, via QR codes, and postcard mailers. For the Pfeiffer University student population, CRC requested a contact there.

What is the rollout timeframe? After Thanksgiving and in line with the timing of student classes. The Mayor noted that if CRC wanted to send the survey as bill stuffers, it would need to be ready no later than the end of the month to be placed in December bills, with returned surveys to come in during January. CRC will send an outreach plan to Council soon for review prior to releasing the survey. The City Manager added that there is a desire to reach the folks who normally don't reach out to the City or that have been engaged with previous survey. The City intends to do a deeper dive in trying to receive input.

What would be considered a good response rate? A reply rate of 10-20% of the population receiving the survey would be the expectation.

Is this survey being structured the appropriate way in relation to the National Community Survey? CRC is interpreting the question/answer sets from the national survey with City of Albemarle in mind.

Will there be any promotion of the survey? Uwharrie Marketing Association will help create "buzz" around the survey.

Teamwork and Roles

CRC walked Council through a series of exercises posing different aspects of City activities with Council to demonstrate how City staff and Council work together in the roles they play to conduct City business. For example creating a purpose and vision for the City would be 100% Council's responsibility, whereas the day-to-day work of the City would be 10% Council's responsibility and 90% City employees' responsibility.

Then Council received a series of handouts asking them to define "ingredients of success" for various roles within the city government, followed by a discussion of Council's responses. For instance ethics would be associated with Council, legal issues would be associated with

Administration, and the budget would be associated with the City Manager. Councilmembers volunteered that they should be prepared for meetings and bringing different perspectives and wisdom to the table in order to learn from the other members as part of the role they play.

Core Values Exercise

Prior to the strategic planning sessions Council received 2 handouts for return to CRC staff: one to rate 6 core values for them personally, and one to rate 6 core values of an elected member. CRC announced that from the responses, Council members are aligned between core values personally and as elected officials, which is unusual. The top-rated values were: ethics, honesty, commitment, accountability, along with community and leadership.

This exercise will be completed by City Leadership Team prior to February’s strategic planning sessions and then compared to Council’s responses.

Wrap Up and Next Steps

CRC will send the Council the survey prior to releasing it to the public. CRC will meet with City Leadership Team in January 2021, and then will meet with both groups in February for the winter strategic planning sessions.

Other Business

The Mayor reminded Council that the groundbreaking ceremony for the Charters of Freedom would be held on Monday, November 30th in the morning.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Townsend unanimously carried, the meeting was adjourned until Monday, November 16, 2020 at 6:30 p.m. in Council Chambers of City Hall.

REGULAR MEETING CITY COUNCIL

November 16, 2020

The City Council of the City of Albemarle met in a regular session on Monday, November 16, 2020 at 6:30 p.m. in the Council Chambers of City Hall. Mayor Ronnie Michael presided, and the following members were present, to-wit: Mayor Pro Tempore Martha Sue Hall and Councilmembers Bill Aldridge, Chris Bramlett, Martha E. Hughes, Dexter Townsend, Chris Whitley, and Shirley D. Lowder.

Mayor Michael called the meeting to order.

SPECIAL PRESENTATIONS

Presentation of a City of Albemarle Retirement Certificate – Harold (Hal) Dunlap, 11 Years of Service

The Mayor presented Mr. Dunlap a plaque in gratitude for his 11 years of service in the Police Department. Mr. Dunlap retired on September 1, 2020.

Council and the Mayor thanked him for his service.

Presentation of a City of Albemarle Retirement Certificate – Mark Donham, 6.33 Years of Service

The Mayor presented Mr. Donham a plaque in gratitude for his over 6 years of service serving as the Economic Development Director. Mr. Donham retired on September 1, 2020.

Mr. Donham thanked Council, the City Manager, the Management Team, and City employees for working with him during his tenure at the City.

Council and the Mayor thanked him for his service.

Presentation of a City of Albemarle Retirement Certificate – Rachel Hough, 30.16 Years of Service

The Mayor presented Ms. Hough a plaque in gratitude for her more than 30 years of service at the Public Housing Department. Ms. Hough retired on October 1, 2020.

Ms. Hough stated that she enjoyed her position and the time she has worked at the City.

Council and the Mayor thanked her for her service.

Upon a motion by Councilmember Aldridge, seconded by Councilmember Townsend, unanimously carried, the minutes from the November 2nd regular and closed meetings were approved as submitted.

ANNOUNCED DELEGATION

Ms. Tiffany Dahle – To Request Road Closures for a Locally Sponsored Downtown Christmas Parade

Ms. Dahle came in front of Council to discuss a proposal to hold a local downtown Christmas parade on December 12th and request road closures for that parade. She previously submitted her permit application for the proposed event.

Ms. Dahle stated that she, as a downtown business owner and resident, along with a few other citizens, wanted to uniquely and safely carry on the tradition of having a Christmas parade of some sort.

Councilmember Townsend inquired about Executive Order 176's expiration date. That Order would expire by December 4th.

Councilmember Bramlett presented a motion to approve the road closures associated with this proposed downtown Christmas parade as submitted in the special event application by Ms. Dahle, allow the waiver of the permit fee, and have it contingent on Executive Order 176 expiring by the December 4th deadline. Councilmember Townsend seconded it.

The Mayor asked if there was further discussion. Mayor Pro Tem Hall noted that if the Governor decides to extend Executive Order 176 "as is" then the parade would be cancelled. Ms. Dahle understood and agreed.

Councilmember Bramlett stated that it would be a blow to downtown businesses. People identify more with the downtown when events occur there.

Councilmember Hughes then asked why Council cancelled it. The Mayor stated that the Special Events Committee came to Council with the recommendation to cancel the parade. Councilmember Hughes then replied that perhaps Council is giving a mixed message to the community if they decide tonight to approve a downtown parade.

Councilmember Lowder read a memorandum she prepared expressing her opposition to the parade, citing COVID19 health concerns raised by the county and Executive Order 176.

Councilmember Aldridge stated that although he is opposed to holding the parade overall, it is an unfortunate development because he has spoken support for holding the parade/downtown Christmas combination event as long as he has been on Council.

Mayor Pro Tem Hall stated that although not in downtown's businesses or the City's best interest, the Special Events Committee needed to consider state and county health advice related to COVID19 to limit residents and visitors from being in large groups. She looks forward to it every year, but the county statistics are showing an increase in community spread of COVID19 right now.

Councilmember Hughes agrees that the City might be sending mixed messages on holiday events. She applauded Ms. Dahle for her move to create urgency around creating activity downtown for the holidays.

Ms. Dahle asked Council if there were alternatives to the parade and downtown Christmas events in order to bring back mental stability during these long months of isolation due to COVID19. Mayor Pro Tem Hall replied that the Special Events Committee, which has as part of its membership herself and Councilmembers Townsend and Aldridge, began looking at the City's upcoming events in September and October, and noted that there was a heartfelt discussion on the Committee as to whether events being held in fall and for Christmas should occur. In terms of Christmas events, the Committee talked about changing the parade route to make social distancing possible, and to consider alternative events, such as letters to Santa, free movies at the Albemarle Neighborhood Theater (ANT), and downtown window decorating. For the free movie event at ANT, the December 4th event is uncertain now.

The Mayor asked Ms. Dahle if she wished to become a member of the Special Events Committee. Mayor Pro Tem Hall noted that the next meeting would be held on November 18th at the Niven Center. Ms. Dahle accepted the invitation.

Councilmember Aldridge noted that per an email he sent to Council today, he reiterated the Special Events Committee's concern about the risk of COVID19 spread but did also state that Council could be sending mixed messages to the community. He thought that Council should provide a consistent message.

There being no further discussion, the Mayor requested that Councilmember Bramlett re-state his motion and asked for a vote. With a vote of 3 Council members for and 4 against, the motion to approve the road closures associated with this proposed downtown Christmas parade as submitted in the special event application by Ms. Dahle, allow the waiver of the permit fee, and have it contingent on Executive Order 176 expiring by the December 4th deadline was defeated. Voting for the motion were Councilmembers Bramlett, Townsend, and Whitley. Voting against the motion were Mayor Pro Tem Hall and Councilmembers Lowder, Hughes, and Aldridge

ADMINISTRATIVE REPORTS

Mr. Durham Lewis – To Present the FY 2019-20 Albemarle ABC System Audit

Mr. Lewis provided the audit prior to the meeting. Highlighted items of the audit included:

- Reading aloud the Opinion statement in the auditor's letter to the Albemarle Board of Alcohol Beverage Control;
- Over \$1.5 million in assets, liabilities around \$250,000, with a total net position for FY 2019-2020 of \$1,842,096.
- Revenues and expenses as follows: total gross profit on sales of \$1,047,596; expenses of a little over \$500,000.
- Distributions: approximately \$19,500 to the Albemarle Police Department; \$27,316 for alcohol education and rehab; City of Albemarle received \$340,000.

- Taxes collected on bottles, mixed beverage bottles, and miniature bottles per state law of \$11,688 paid to Stanly County, and mixed beverage taxes distributed to the NC Department of Revenue and NC Department of Health and Human Services totaling a little over \$30,000.
- A summary of working capital requirements as required by state statute, the minimum of which was \$121,763 and the maximum of \$791,462. The actual working capital amount was \$785,952.
- Historic and administrative expenses were both higher than the previous fiscal year.
- Review of the analysis of budget and actual results showing no negative variances on budget amounts.

Mr. Lewis took questions from Council. Councilmember Aldridge asked about the difference between historic expenses breakdowns from FY 2018-2019 and FY 2019-2020. Mr. Lewis replied that an HVAC system issue was responsible from the jump in expenses in FY 2019-2020.

Councilmember Townsend asked about the date of inception of the Albemarle ABC and the current number of full-time and part-time positions. ABC Board Chair Karen Cranford answered. The Albemarle ABC was established on November 2, 1998, and there are 3 full-time and about 10 part-time employees currently working.

Councilmember Hughes asked about the funds which go to the City of Albemarle. The history of funds distribution to municipalities has been a state statute for years. In 2003, the formula for allotment to municipalities was removed by the NC General Assembly and so 100% of that allotment has gone to the City of Albemarle in monthly disbursements. Councilmember Hughes thanked Mr. Lewis for the information and asked if the City can expect these funds to be disbursed. City Manager Michael J. Ferris responded that the City can plan on it and budget for it. Mr. Ferris explained that he budgets for \$20,000 per month from the Albemarle ABC, although there can be fluctuations from month to month.

Mayor Pro Tem Hall noted that the audit showed 16 disbursements to the City – when do the extra disbursements occur? City Manager Michael J. Ferris said this is the amount above and beyond the base \$20,000 per month payment.

Council noted that the Albemarle ABC is well run, and thanked Karen Cranford and the ABC Board for their service to the City of Albemarle. Ms. Cranford replied that this year is proving to be exceptional; revenues are up \$300,000 in the last 4 months.

Council thanked Mr. Lewis and the ABC Board for their time and report tonight.

2020-2021 City of Albemarle Employee United Way Campaign

Mr. Tanner Denton in the Albemarle Finance Department continues to serve as the City of Albemarle's United Way campaign coordinator. He presented his request for incentives to be provided for the employee campaign again this year, along with Senior Planner Ellie Sheild, who starting this year will serve with Mr. Denton as co-chair of the City of Albemarle's campaign. Mr. Denton began his presentation by stating that for last year's United Way campaign, \$27,522.20 was raised by City of Albemarle employees, which broke the previous year's total. This speaks volumes about City of Albemarle employees.

This year, the co-chairs are working to create an intentional impact via funds and volunteer support. As an incentive, the co-chairs are requesting again that employees who donate their “fair share” receive a paid day off in the next year. An employee’s fair share donation equals one hour of pay per pay period. The day off would be for their normal shift.

Both Mr. Denton and Ms. Sheild are working to re-brand the campaign as intentional, community-driven, and a way to build bridges with the community.

Upon a motion by Councilmember Hall, seconded by Councilmember Aldridge, unanimously carried, Council approved the United Way campaign incentive of “fair share” days for City of Albemarle employees.

Departmental Monthly Reports

The Mayor and Council received October 2020 monthly departmental reports prior to the meeting. The Mayor asked if any Council members had and questions or comments about the reports.

Mayor Pro Tem Hall asked about Police and Fire Department openings per the monthly HR report. Police Chief Dulin reported that currently there are 6 openings which do not include the officers in training. Fire Chief Brewton replied via phone that there currently is 1 opening.

Councilmember Aldridge commented on the HR monthly report, specifically the applicants for Police Department positions. He was happy to see that there were 79 applicants for open Police positions. He inquired about HR’s communication policy when applicants submit an application for a City of Albemarle position and if an applicant is not selected. HR Director Dana Chaney answered. She said that there is an automated email which is sent to every applicant who applies to a City of Albemarle position, and when there is a finalist selected and onboarding requirements met, HR also sends out a notification to applicants that the position has been filled.

Councilmember Bramlett commented on the HR monthly report. He said that although it might not sound like a good number of applicants for job openings, the dynamic the City of Albemarle is seeing is similar to what other businesses are currently facing: a jobseekers’ market. It is a competitive environment for employees right now.

Mayor Pro Tem Hall had some questions for Public Housing Director Lee Staton per the Public Housing monthly report. Has Ms. Hough’s position been filled yet? Mr. Staton replied that they are in the process of finding a replacement for Ms. Hough. For the door project, are all the doors in now? Currently 70 units have had their interior doors replaced, which is about 1,000 doors.

NEW BUSINESS

Stogner Architect Indefinite Contract Extension

This requested contract extension is for the final year of the indefinite contract for architectural engineering services with Stogner Architecture, PA executed in November 2016. City Manager Michael J. Ferris confirmed that this is the last year of extension on the contract for Stogner.

Upon a motion by Councilmember Townsend, seconded by Councilmember Whitley unanimously carried, Council approved the contract extension for Stogner Architecture, PA.

After the vote Mayor Pro Tem Hall commented that the Public Housing Board will still continue to make sure things are going well with the Stogner contract even though Stogner has been the contractor for some time. The Mayor added that when the current contract was initially considered by Council, Council looked at multiple contractors, but that all others had no experience with HUD projects, whereas Stogner did. Was there an RFP that was put out for bid? Yes.

City Manager Michael J. Ferris reminded Council that recently a revised purchasing policy was reviewed and approved by Council. In it the policy allows for contracts to be bid out for 5-year contracts with one contract extension of 2 years before a new bid is offered for that contract.

Consider Meeting Date for Review of Albemarle Business Center

Per discussion in the adjourned strategic sessions this month, it was noted that an adjourned meeting of Council would be called next month to discuss undecided aspects of the Albemarle Business Center. City Manager Michael J. Ferris put out an online poll to Council to consider a short number of December dates prior to this meeting. After discussion of potential dates, a new date was provided: December 10th at 6:00 pm.

Council agreed that the meeting should be set for Thursday, December 10th at 6:00 pm.

COMMENTS

Councilmember Aldridge:

- Are Council meetings broadcast live on Facebook? Yes they are. Is there any way for those questions which are asked on the Facebook live feed to be answered? It is not certain whether this is a requirement of open meeting laws. It was suggested that the City Attorney look into the legality of answering online forum questions of a public body's open meetings broadcast and report to Council.

Councilmember Townsend:

- He requested an update on the flooding issue reported in the middle of last week at the EE Waddell Center. Parks and Recreation Director Lisa Kiser provided the update via phone. On November 11th flooding occurred on the left side of the EE Waddell Center due to roof replacement work being conducted by the contractor. There was water damage. From November 11th through the past weekend the contractor worked to dry out the entire Center. Initial electric inspections were completed, with a final inspection to be done tonight. There is an expectation that a letter can be provided to the County tomorrow (November 17th) to restore power throughout the building. Late today, Benton Dry with his restoration company inspected the building for possible mold and mildew. He saw only a few areas of concern near the kitchen

and banquet room, and planned to remove “soft” drywall in those areas tomorrow (November 17th).

The Mayor inquired as to whether the ceiling tile was inspected. Ms. Kiser replied that Mr. Dry did inspect tiles today and didn’t see any issues with them. The Mayor suggested that staff should look into whether there is a warranty period on building or contents related to flooding or water damage. Ms. Kiser said they would look into that.

Councilmember Townsend had further questions. Is the roof complete? No it is not – the right side needs to be done. Has there been an analysis of what can be replaced vs. what can be salvaged? Ms. Kiser replied that the carpet in the banquet hall was not damaged enough to be replaced but could be deep cleaned. That will be done in December 2020.

Councilmember Lowder asked if an engineer should go into the building to inspect it for structural integrity. Per Assistant City Manager Nyki Hardy, a third party remediation services firm will be retained to conduct a remediation environmental analysis of the building.

Mayor Pro Tem Hall:

- She congratulated Parks and Recreation Director Lisa Kiser and staff and the other departments involved in getting the walking trails done.
- She reminded Council and the public that the groundbreaking for the Charters of Freedom will occur on Monday, November 30th.
- The virtual tree lighting ceremony will occur on November 28th at 5:30 pm with the Mayor. Other virtual Christmas activities will be going on in December.
- She noted that she saw on Facebook that a few cities around the country are starting a Christmas Eve bell ringing tradition. One city is planning to do bell ringing at 6:00 pm EST that night. She hoped that there might be someone in the community who could lead this activity.

Councilmember Bramlett:

- He has enjoyed the 5 years he has been on City Council. Council is a fantastic group to work with. The City of Albemarle has more opportunity to grow now in his estimation than when the railroads were introduced. With his participation on the Stanly County broadband committee, he can see growth via more of the County be connected to the Internet with the development of more connectivity. The Mayor asked him to elaborate more on the committee’s work. The committee’s mission is to bring more consistent availability of Internet connectivity with higher broadband speed to the whole county. He would like to see the county match the gigabyte speed that the City of Albemarle has. He sees this opportunity as critical to school-aged children, particularly now that school instruction has become largely remote due to COVID19.

CLOSED SESSION

Upon a motion by Councilmember Hall, seconded by Councilmember Hughes, unanimously carried, Council approved moving into closed session pursuant to N.C.G.S. 143-318.11(a)(5) Real Estate, and N.C.G.S. 143-318.11(a)(6) Personnel.

RETURN TO OPEN SESSION

Upon a motion by Councilmember Bramlett, seconded by Councilmember Hughes and unanimously carried, Council returned to open session. The Mayor stated that a Closed Session was held pursuant to N.C.G.S. 143-318.11(a)(5) Real Estate, and N.C.G.S. 143-318.11(a)(6) Personnel.

No Council decisions or actions were taken as a result of the closed session.

The Mayor noted that on Morgan Road there is a lot of tree clearing going on. Also, at the Royal Mobile Home Park, the remaining 4 mobile homes on that lot have been removed.

Upon a motion by Councilmember Lowder, seconded by Councilmember Hughes, unanimously carried, the meeting was adjourned to Monday, December 7th at 6:30 p.m. in Council Chambers in City Hall.

Print

Title – Adjourn

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Swearing in of Newly Elected and Re-Elected Officials

Description:

Swearing in of Mayor Gerald (Ronnie) Michael and Councilmembers William (Bill) Aldridge, Benton Dry, Martha Sue Hall, and Dexter Townsend by the Honorable Kevin Bridges, Superior Court Judge. A copy of the oath of office is attached. There will be Bibles available for use in swearing in which can be kept if board members would like to do so, or a personal or family Bible can be used.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Oath - Bill Aldridge.docx	Oath Aldridge
<input type="checkbox"/> Oath - Benton Dry.docx	Oath Dry
<input type="checkbox"/> Oath - Martha Sue Hall.docx	Oath Hall
<input type="checkbox"/> Oath - Dexter Townsend.docx	Oath Townsend
<input type="checkbox"/> Oath - Gerald Ronnie Michael.docx	Oath Mayor Michael

APPROVALS:			
Date/Time:	Approval:	Department:	

City of Albemarle
North Carolina

Mayor
G. R. Michael



Councilmembers
Martha Sue Hall, Mayor Pro Tem
Bill Aldridge
Benton Dry
Martha E. Hughes
Shirley D. Lowder
Dexter Townsend
Chris Whitley

PO Box 190
Albemarle, NC 28002-0190
www.ci.albemarle.nc.us

I, Bill Aldridge, do solemnly swear that I will support and maintain the Constitution and Laws of the United States, and the Constitution and Laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as City Councilmember, so help me God.

Subscribed and sworn to before me this 7th day of December, 2020.

Kevin M. Bridges
Senior Resident Superior Court Judge

Bill Aldridge
Councilmember, City of Albemarle

City of Albemarle
North Carolina

Mayor

G. R. Michael



Councilmembers

Martha Sue Hall, Mayor Pro Tem

Bill Aldridge

Benton Dry

Martha E. Hughes

Shirley D. Lowder

Dexter Townsend

Chris Whitley

PO Box 190

Albemarle, NC 28002-0190

www.ci.albemarle.nc.us

I, Benton Dry, do solemnly swear that I will support and maintain the Constitution and Laws of the United States, and the Constitution and Laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as City Councilmember, so help me God.

Subscribed and sworn to before me this 7th day of December, 2020.

Kevin M. Bridges
Senior Resident Superior Court Judge

Benton Dry
Councilmember, City of Albemarle

City of Albemarle
North Carolina

Mayor
G. R. Michael



Councilmembers
Martha Sue Hall, Mayor Pro Tem
Bill Aldridge
Benton Dry
Martha E. Hughes
Shirley D. Lowder
Dexter Townsend
Chris Whitley

PO Box 190
Albemarle, NC 28002-0190
www.ci.albemarle.nc.us

I, Martha Sue Hall, do solemnly swear that I will support and maintain the Constitution and Laws of the United States, and the Constitution and Laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as City Councilmember, so help me God.

Subscribed and sworn to before me this 7th day of December, 2020.

Kevin M. Bridges
Senior Resident Superior Court Judge

Martha Sue Hall
Councilmember, City of Albemarle

City of Albemarle
North Carolina

Mayor

G. R. Michael



ALBEMARLE
NORTH CAROLINA
Water. Air. Land. Opportunity.

Councilmembers

Martha Sue Hall, Mayor Pro Tem

Bill Aldridge

Benton Dry

Martha E. Hughes

Shirley D. Lowder

Dexter Townsend

Chris Whitley

PO Box 190

Albemarle, NC 28002-0190

www.ci.albemarle.nc.us

I, Dexter Townsend, do solemnly swear that I will support and maintain the Constitution and Laws of the United States, and the Constitution and Laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as City Councilmember, so help me God.

Subscribed and sworn to before me this 7th day of December, 2020.

Kevin M. Bridges
Senior Resident Superior Court Judge

Dexter Townsend
Councilmember, City of Albemarle

City of Albemarle
North Carolina

Mayor
G. R. Michael



Councilmembers
Martha Sue Hall, Mayor Pro Tem
Bill Aldridge
Benton Dry
Martha E. Hughes
Shirley D. Lowder
Dexter Townsend
Chris Whitley

PO Box 190
Albemarle, NC 28002-0190
www.ci.albemarle.nc.us

I, Gerald R. Michael, do solemnly swear that I will support and maintain the Constitution and Laws of the United States, and the Constitution and Laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Mayor, so help me God.

Subscribed and sworn to before me this 7th day of December, 2020.

Kevin M. Bridges
Senior Resident Superior Court Judge

Gerald R. Michael
Councilmember, City of Albemarle

Print

Title – Call the Meeting to Order - Mayor Michael

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Election of a Mayor Pro Tem

Description:

Section 22.08 of the City Code states the election of a Mayor Pro Tem is by ballot unless the rules are suspended by a vote of the City Council.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:

Description:

No Attachments Available

APPROVALS:

Date/Time:

Approval:

Department:

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Print

Title – Consider the Appointment of the City Manager

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Consider the Appointment of the City Attorney

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Provide for the Appointment of Other City Officials

Description:

The City's Code of Ordinances provides that these appointments can be delegated to the City Manager, which City Council has traditionally done.

If the Council delegates this authority once again, it is my intention to appoint: Finance Director - Colleen Conroy; Assistant Finance Director - Jacob Weavil; City Clerk - Cindy Stone; Deputy City Clerk - Nyki Hardy and Michael Ferris; and Tax Collector - Richard Lanzillotti.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

<u>ATTACHMENTS:</u>	
Name:	Description:
No Attachments Available	

<u>APPROVALS:</u>			
Date/Time:	Approval:	Department:	

Print

Title – Director of Economic Development Keith Tunnell - To Provide an Update on the Activities of Retail Strategies

Description:

Keith will provide an update on the activities of Retail Strategies.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:

Description:

No Attachments Available

APPROVALS:

Date/Time:

Approval:

Department:

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Print

Title – Municipal Calendar

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Municipal_Calendar_2020-21_December.docx	Municipal Calendar

APPROVALS:

Date/Time:	Approval:	Department:	
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CITY OF ALBEMARLE
MUNICIPAL CALENDAR – 2020/2021

December 2020



- 3 Planning/Zoning Board – 6:30 pm
- 7 Regular Meeting City Council – 6:30 pm
- 10 Adjourned Council Meeting re: Albemarle Business Center – 6:00 pm in Council Chambers
- 14 Historic Resources Commission – 6 pm
Parks and Recreation Advisory Board – 6 pm @ Albemarle Neighborhood Theater
- 21 Regular Meeting City Council – 6:30 pm
- 24-25,
28 City Holiday - Christmas Eve, Christmas Day, and Day after Christmas

January 2021



- 1 City Holiday – New Year’s Day
- 4 Regular Meeting City Council – 6:30 pm
- 7 Planning/Zoning Board – 6:30 pm
- 11 ADDC Board of Directors – 12 Noon
Historic Resources Commission – 6 pm
- 18 City Holiday – Martin Luther King, Jr. Day
- 19 Regular Meeting City Council – 6:30 pm
- 21 Rocky River RPO TAC meeting – 6 pm
- 26 Stanly County COG Liaison Meeting (Norwood) – 6:30 pm

February 2021



- 1 Regular Meeting City Council – 6:30 pm
- 4 Planning/Zoning Board – 6:30 pm
- 8 ADDC Board of Directors – 12 Noon
- Historic Resources Commission – 6 pm
- Parks and Recreation Advisory Board – 6 pm at the Niven Center
- 9,10 Winter Strategic Planning Sessions – 4 pm TBD
- 15 Regular Meeting City Council – 6:30 pm
- 17,18 Winter Strategic Planning Sessions – 4 pm TBD
- 23 Stanly County COG Quarterly Meeting – 6:30 pm; COA hosting

March 2021



- 1 Regular Meeting City Council – 6:30 pm
- 4 Planning/Zoning Board – 6:30 pm
- 8 ADDC Board of Directors – 12 Noon
- Historic Resources Commission – 6 pm
- 15 Regular Meeting City Council – 6:30 pm

Print

Title – Consider a Resolution to set a Public Hearing to Consider a Petition for the Assessed Installation of Curb & Gutter on Heritage Court

Description:

The hearing can be set for January 4, 2021 with the adoption of the attached Resolution. Once the hearing date is established, all affected property owners will receive a notice of the hearing via certified mail. A copy of the petition received and property owner map is included for your review as well.

Please see the attached memo regarding the footage, petition statistics, and cost.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Heritage Drive C G Petition and Map.pdf	Petition and Map
<input type="checkbox"/> Heritage Court C G Pre-Resolution.docx	Resolution

APPROVALS:

Date/Time:	Approval:	Department:	
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NORTH CAROLINA
STANLY COUNTY
CITY OF ALBEMARLE

IN THE MATTER OF IMPROVEMENTS, VIA SPECIAL)
ASSESSMENT, ON HERITAGE COURT BEGINNING AT)
THE INTERSECTION OF HERITAGE DRIVE AND) PETITION
HERITAGE COURT AND EXTENDING THE ENTIRETY)
OF THE CUL-DE-SAC LOCATED WITHIN THE CITY OF)
ALBEMARLE)

TO THE HONORABLE MAYOR AND MEMBERS OF THE COUNCIL OF THE CITY OF ALBEMARLE, NORTH CAROLINA:

Come now the undersigned who constitute a majority of the owners of the property to be assessed and represent a majority of all the lineal feet of frontage of the lands abutting on the street or portion thereof to be improved. Such owners respectfully petition the Honorable Mayor and the Honorable City Council of the City of Albemarle, North Carolina, as follows:

1. That Heritage Court be improved pursuant to the provisions outlined in Article 10, Chapter 160A of the North Carolina General Statutes, by installing curbs and gutters as well as other improvements which may be necessary to permanently improve said street.
2. That all the facts and information set out herein are true and that they be considered by the Mayor and the City Council of the City of Albemarle, North Carolina to the extent that they may be necessary under the laws of the State of North Carolina relating to the improvements requested.
3. That the undersigned petitioners owning land along Heritage Court according to the lineal frontages set forth in the City's Planning and Zoning Department's preliminary assessment map on file in the Department therein set out and attached hereto as Exhibit A, agree that the cost of making said improvements to said street, exclusive of so much of the total cost as is incurred in improving street intersections, shall be assessed pursuant to and in accordance with the provisions of Chapter 259 of the 1979 Session Laws of North Carolina as amended by Section 5.3 of Chapter 655 the 1995 Session Laws of North Carolina against the property owners on both sides of said street according to the respective frontage of each owner as herein specified and designated.
4. That the undersigned petitioners further represent that the total frontage of the properties along Heritage Court is 696.64 feet.
5. That the undersigned petitioners further request that they be allowed to pay the amount assessed against each of them for improvements herein requested in annual installments of not less than five nor more than ten, whichever the City Council of the City of Albemarle, North Carolina, shall elect in

passing the proper resolution thereof. Owners make payments with the understanding, however, that if they or any one of them shall elect, they (or (s)he) shall be permitted to pay for said improvements in cash upon the completion of said work according to the amount of assessments made.

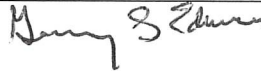
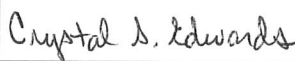
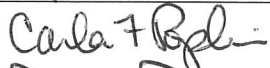

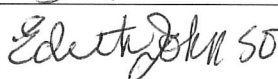
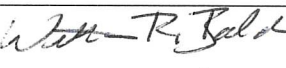

6. That the figures appearing to the right of the names of the undersigned represent the total frontage in feet owned by him, her, or them on said street to be improved, and that the total of said front feet owned by the undersigned on said street constitutes more than a majority of all lineal feet of frontage of land abutting and adjoining Heritage Court; that the signers to this petition constitute a majority of the owners abutting on said improvements.
7. That the undersigned petitioners are the owners in fee simple of the lands and premises adjoining Heritage Court, the street about which the undersigned petitioners have made the representations herein set out for the purpose of obtaining improvements thereof under the laws of the State of North Carolina, and that they have good right and lawful authority to petition for said improvements and to charge the lands and premises adjoining said street from the cost of providing the same with the assessments that are to be made there against.
8. That this petition is signed by a majority of the owners of the land which abuts on said improvements.
9. That in making the improvements requested in this petition, the City Council of the City of Albemarle, North Carolina shall use its discretion as to making said improvements in whole or in part, and that all improvements ordered by the City of Council under this petition, whether the same be for the whole of the improvements requested or only a part thereof, shall be legal, valid and binding on the petitioners, together with all the assessments thereunder.
10. That this petition is signed by the owners of the lands of the premises adjoining to said street as the case may be.

Dated November 6, 2020

SIGNATURE PAGE FOLLOWS

NOTICE: THIS PETITION MUST BE SIGNED BY ALL OWNERS OF THE PROPERTY SUBJECT TO THIS ASSESSMENT. IF THE PROPERTY HAS MULTIPLE OWNERS, THEN ALL OWNERS MUST SIGN BELOW.

OWNERS ABUTTING HERITAGE COURT WITHIN THE CITY OF ALBEMARLE (APPROXIMATELY 696.64 FEET OF LINEAR FRONTAGE)

Address	Owner Name	Owner Signature	Frontage
1405 Heritage Ct.	Garey S & Crystal S Edwards	 Gary S Edwards  Crystal S. Edwards	122.24'
1408 Heritage Ct.	Dustin L & Carla F. Poplin	 Carla F Poplin  D.L.P.	45.73'
1404 Heritage Ct	Edith D. Johnson	 Edith D Johnson	178.67'
1402 Heritage Ct.	William R. & Karen C. Baldwin	 William R. Baldwin  Karen C Baldwin	145'

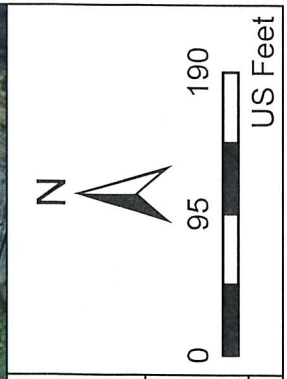


Heritage Court Curb and Gutter Assessment

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community. Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Legend:
 Curb And Gutter Location
 Tax Parcels

2020



Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere

RESOLUTION 20-15

WHEREAS, on the 17th day of November, 2020, a petition was filed with the Mayor and the Council of the City of Albemarle, North Carolina by certain individuals alleging themselves to be the majority of the owners along Heritage Court and also the owners of a majority of the lineal frontage of feet of all the lands adjoining and adjacent to both sides of Heritage Court and extending the full length of the cul-de-sac, in which petition the owners of said land request that the Mayor and the Council of the City of Albemarle, North Carolina, cause to be improved said street under the provisions of Article 10, Chapter 160A of the General Statutes of North Carolina by placing on Heritage Court sufficient curb and gutter to permanently improve the aforementioned area; and

WHEREAS, the signers of said petition by the provisions therein contained agreed that one hundred percent (100%) of the entire cost, exclusive of so much of the total cost as is incurred in improving street intersections, of providing the improvements requested for said street shall be assessed against the property owners on each side of said street according to respective frontage of each owner; and

WHEREAS, the petition further requested that the owners of the property adjoining and adjacent to the aforesaid section of the street to be improved be allowed to pay the amount assessed against the property of each of them in annual installments of not less than five nor more than ten, whichever Council should elect.

Now, therefore, be it ordained by the Council of the City of Albemarle, North Carolina, as follows:

1. The above mentioned petition is found to be sufficient in all respects.
2. It is intended that Heritage Court, through the entirety of the cul-de-sac, be improved pursuant to the provisions of Article 10, Chapter 160A of the North Carolina General Statutes by placing sufficient curb and gutter to permanently improve the aforementioned area.
3. That one hundred percent (100%) of the entire costs, exclusive of so much of the total cost as is incurred in improving street intersections, for sufficient curb and gutter to permanently improve Heritage Court, shall be assessed against the owners on each side of said street according to the respective lineal frontage of each owner of land adjacent and adjoining thereto.
4. That each owner of the lands adjacent and adjoining Heritage Court, to be improved shall be allowed to pay the final and total assessment levied against him and his property in up to ten equal annual installments, which installments shall bear interest at the rate of eight percent (8%) per annum, as required by the law from the date of the confirmation of the Assessment Roll.
5. That a public hearing on all matters covered by this resolution shall be held at 6:30 p.m. on the 4th day January, 2021, in Council Chambers at the City Hall in Albemarle, North Carolina.

This the 7th day of December, 2020.

Councilmember _____ read, introduced and moved for the adoption of the foregoing resolution:

Councilmember _____ seconded the motion and those voting for the passage of the motion _____.

Those voting in opposition of the motion _____.

Print

Title – Street Closure Request - First Presbyterian Church Requests the Closing of North Street for a Church Service

Description:

First Presbyterian Church would like to hold its Christmas Eve worship on the front steps of the Church. Closing the North Street between 1st and 2nd Streets will allow the Church to keep people socially distanced.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Street_Closing_Application_First_Presbyterian.pdf	First Presbyterian Church Christmas Eve application

APPROVALS:			
Date/Time:	Approval:	Department:	



Special Event Permit Application
 PO Box 190 Albemarle, NC 28001-0190
www.albemarlenc.gov

SECTION I: GENERAL INFORMATION

Title of Event:		
Event Website (if applicable):	Event Date/s:	Event Hours:

**USE ADDITIONAL ATTACHMENTS
 FOR ANY PORTIONS OF APPLICATION AS NEEDED**

Event Category: (please check all that apply) <input type="checkbox"/> Assembly <input type="checkbox"/> Festival/Outdoor Market <input type="checkbox"/> Run/Walk <input type="checkbox"/> Parade <input type="checkbox"/> Demonstration <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Block Party <input type="checkbox"/> Roadside Solicitation <input type="checkbox"/> Educational <input type="checkbox"/> Other: _____	Special Considerations: (please check all that apply) <input type="checkbox"/> Alcoholic Beverages <input type="checkbox"/> Food Sales <input type="checkbox"/> Cooking <input type="checkbox"/> Merchandise Sales <input type="checkbox"/> Pets/Animals <input type="checkbox"/> Use of Electricity <input type="checkbox"/> Sound Amplification <input type="checkbox"/> Tents <input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Portable Restrooms <input type="checkbox"/> Other: _____
--	--

Time Set up Begins:	Time Break Down Ends:
Estimated Event Attendance:	Estimated # of People at Peak Periods:
Estimated # of Vehicles:	Estimated Vehicles at Peak Periods:

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization:	Applicant Name:		
Address:	City:	State:	Zip:
Phone#:	Mobile#:	Email:	
Primary On-Site Contact:		Mobile#:	
Other On-Site Contact Info:		Org. EIN#:	

SECTION III: EVENT DETAILS

Description of the Event: _____ _____ _____	
Location/s of the Event:	Site Capacity:
Property Address:	
Property Owner/s:	Owner/s Authorized Use:

SECTION IV: INSURANCE REQUIREMENTS

(COMPLETE ONLY IF STREET CLOSURE, FIREWORKS, OR ALCOHOL BEING REQUESTED)

Name of Policy Holder:	Policy#:
Policy Amount:	Policy Type:

**A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.
 CITY OF ALBEMARLE MUST BE LISTED AS "ADDITIONAL INSURED" PARTY.**

SECTION V: PERMIT FEES

<input type="checkbox"/> Tent Permit (\$50)	<input type="checkbox"/> Public Assembly (\$25)	<input type="checkbox"/> Special Event Permit (\$25)
<input type="checkbox"/> Street Closing (\$50)	<input type="checkbox"/> Fireworks/Pyrotechnics (\$100 for one time event/\$300 for 6 months)	
Civic Groups or 501c organizations may be fee exempt at discretion of City Council, if requested. Proof of federal 501c Status must be submitted with Application. Check here for fee waiver request <input type="checkbox"/>		



SECTION VI: SPECIAL CONSIDERATION DETAIL

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

Street Closures (map of proposed closing and route must be provided with application)
NOTE: ALL NCDOT ROADS MUST BE APPROVED BY NCDOT
Reason for Street Closure: _____
Name of Street to be closed: _____ from _____ to _____
Additional Street: _____ from _____ to _____
of Barricades needed: _____ # of cones needed _____ Dropoff location: _____
Date of Closure: _____ Start Time: _____ to _____
Additional Comments: _____

Trash/Debris Plan: _____

Alcoholic Beverages* (check all that apply)

- Free/Host Alcohol
- Alcohol Sales (ABC Permit must accompany)
- Host and Sale Alcohol
- Beer
- Wine
- Beer and Wine
- Liquor

Describe Security Plan to ensure safe sale and distribution of alcohol at your event: _____

Appropriate ABC Permits must accompany application. Failure to submit at time of application will affect approval.

* Applicant must provide a map of proposed designated area with this application. Right to modify area is reserved by the City.

Parade/Run/Walk/Procession/Demonstration (map of route required)

- Open Sidewalks only
- Streets w/ temporary traffic interruptions
- Street Closures
- Sidewalk Closures

Start Time: _____ End Time: _____
Purpose: _____

Additional Permit Attachments Included:

- Site Map of All Activities
- Parking Plan
- Emergency Action Plan with site map (required for any downtown event)
- Security Plan
- General Liability Insurance
- ABC Permit
- Alcohol Beverage Designated Area Map
- Proof of 501C Status
- Application Fee
- Property Owner Authorization
- Business Notification Form

Tents (Width x Length x Height)
Dimensions of Tent: _____
Tents greater than 400 square feet require an additional \$50 permit fee
TENT PERMIT ONLY DOES NOT REQUIRE ADDITIONAL SPECIAL EVENT FEE

Cooking or Warming Food? (Circle One)
Method of Heat _____

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the City of Albemarle Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, and Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to taxation is created by virtue of this use-permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall reduce and consideration paid to the City pursuant to this use-permit. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Albemarle. I also understand the application fee is non-refundable and due at the time of application submittal. The submission of this application is not an automatic approval or guarantee.

Print Name of Application/Host Organization: _____ Title: _____

Signature _____ **Submission Date:** _____

Print

Title – 2009 Property Tax Write Off

Description:

Please see the memorandum regarding the 10-year write-off of property taxes.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> RequestToWriteOff.doc	Request to Write Off

APPROVALS:

Date/Time:	Approval:	Department:	
11/30/2020 9:23 AM	Approved	City Clerk	
11/30/2020 9:24 AM	Approved	Administration	



MEMORANDUM TO CITY COUNCIL

DATE: Nov 20, 2020
FROM: Richard Lanzillotti III, Revenue Collections Supervisor, Tax Collector
SUBJECT: Submission for Council Approval: 2009 Property Taxes to be Written Off

Per North Carolina General Statute, 2009 uncollected property taxes must be written off.

§ 105-378(a) – Use of Remedies Barred – No county or municipality may maintain an action or procedure to enforce any remedy provided by law for the collection of taxes or the enforcement of any tax liens (whether the taxes or tax liens are evidenced by the original tax receipts, tax sales certificates, or otherwise) unless the action or procedure is instituted within 10 years from the date the taxes became due.

The City contracts with the County of Stanly for the assessment and collection of our property taxes. The County uses the following collection remedies for delinquent taxes: attachment and garnishment, the North Carolina Debt Setoff program, and contacting mortgage companies to pursue foreclosure. The City is motivated to assure taxes are paid, and we assist the County with tax collection in any way we can.

City Of Albemarle

2009 Levy Total:	\$5,674,201.50
2009 Levy Collected:	\$5,584,938.38
2009 Levy Uncollected:	\$89,263.12

Municipal Service District

2009 Levy Total:	\$43,572.13
2009 Levy Collected:	\$43,419.58
2009 Levy Uncollected:	\$152.55

A note on the higher than average uncollected City tax:

The amount of \$89,263.12 is approximately \$62,000 higher than we would normally expect given our historical debt collection percentage. Almost the entire difference can be narrowed down to a single discovery of taxable property against a business that has since filed for bankruptcy. When a discovery is made in this manner, the County can assess fees upwards of 60% of the tax value to be paid in addition to the tax. These fees are the majority of what is being written off.

Print

Title – Ordinance 20-32 - Budget Amendments

Description:

This Ordinance amends the 2020-2021 operating budget in both Public Utilities and Public Works for two previously approved issues.

- Public Utilities increase is for the City's portion of concrete repairs around the basins at the 52 Water Treatment Plant.
- Public Works billed Dahle Holdings, Gene Starnes, and Martin Yokley LLC for cost of material for alleyway behind property per agreement with the City.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> ORDINACE_20-32_TO_AMEND_FISCAL_YEAR_2020_.docx	Budget Amendment

APPROVALS:

Date/Time:	Approval:	Department:	
12/1/2020 5:03 PM	Approved	City Clerk	
12/2/2020 8:52 AM	Approved	Administration	

ORDINANCE 20-32

AN ORDINANCE TO AMEND FISCAL YEAR 2020-2021 BUDGET

WHEREAS, the Council of the City of Albemarle did on the 1st day of June, 2020 adopt a City Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021; and

WHEREAS, it is appropriate to amend the expense and revenue accounts in the funds listed for the reason stated;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Albemarle, North Carolina, that in accordance with the authority contained in G.S. 159-15, the following are hereby amended as shown and that the total amounts are herewith appropriated for the purpose shown.

	Account Title	Amount	From	To
Expenditure	Water/Sewer-Plants Division	52,190	5,755,069	5,807,259
	Public Works	2,915	3,325,811	3,328,726
Revenue	W/S Fund Balance Appropriated	-52,190	-127,000	- 179,190
	Other Local Revenue	-2,915	-2,380,419	-2,383,334

Reason: To appropriate funds to pay the City's portion of repairs to concrete around basins at 52 Water Treatment Plant and to appropriate funds from billing of owners for repairs/asphalt for alleyway.

This ordinance was introduced and signed by Councilmember _____, a member of the City of Albemarle, North Carolina

Member of Council

This ordinance was introduced and passed its reading at the meeting of Council held on December 7, 2020, was adopted and ordered published as by law provided.

Dated: _____, 2020

Mayor

Attest: _____
City Clerk

Print

Title – Ordinance 20-31- To Appropriate Additional Capital Fund Program Revenues in the Department of Public Housing

Description:

The City has received an additional \$3,025 in HUD Capital Funds for the 2020 Grant. This amendment increases funding and appropriation.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> ORD 20 31 amend 2020 Capital Funds.docx	Budget to Amend 2020 Capital Funds

APPROVALS:

Date/Time:	Approval:	Department:	
------------	-----------	-------------	--

ORDINANCE 20-31

AN ORDINANCE TO AMEND 2020 CAPITAL FUNDS ORDINANCE 20-08

WHEREAS, the Council of the City of Albemarle did on the 2nd day of March, 2020 adopt Capital Funds budget ordinance pursuant to the HUD Capital Funds Grant Program as provided by G.S. 159-13.2;

WHEREAS, it is appropriate to amend the Revenue and Expenditure accounts in the funds listed for the reason stated;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Albemarle, North Carolina, that in accordance with the authority contained in G.S. 159-13.2, the following are hereby amended as shown and that the total amounts are herewith appropriated for the purpose shown.

Account Title	Amount	From	To
Revenue			
# A-4163 Modernization Project Number NC19PO75501-20	-3,025	-542,581	-545,606
Expenditure			
HUD Capital Fund Grant NC1907550120	3,025	542,581	545,606

REASON: To appropriate additional funding from HUD for the 2020 Capital Funds

This ordinance was introduced and signed by Councilmember _____, a member of the City of Albemarle, North Carolina

Member of Council

This ordinance was introduced and passed its reading at the meeting of the Council held on December 7, 2020 and was adopted, and ordered published as by law provided.

Dated _____, 2020.

Mayor

Attest: _____, Clerk

Print

Title – Consider Approval of Morgan Road "Eudy" Subdivision

Description:

The Morgan Road Eudy Subdivision is a 2.053 acre, 5 lot major subdivision which separates 5 buildable lots from 1 parent tract on Morgan Rd, tax#7702. The proposed lots front an existing state road with existing City utilities.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

Staff find the subdivision to meet all requirements of the subdivision ordinance. Planning and Zoning Board will consider this and make recommendation at their upcoming 12-4-20 meeting.

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> MJSR-20-05.pdf	Application, Plat and Staff Analysis

APPROVALS:

Date/Time:	Approval:	Department:	
12/2/2020 8:50 AM	Approved	City Clerk	
12/2/2020 8:51 AM	Approved	Administration	

P | 704.984.9424
F | 704.984.9436



www.albemarlenc.gov
PO Box 190
144 North Second Street
Albemarle, NC 28002-0190

CITY OF ALBEMARLE
APPLICATION FOR SUBDIVISION REVIEW

PROJECT INFORMATION

Subdivision Project #: 0115 MJSR-20-05 Application Date: 11/10/2020

Subdivision, Property Name, Address, Etc.: 2.053 AC - Morgan Rd.,
Alan Eudy, 5890 Emanuel Rd., Rockwell, NC 28138

Original/Parent Property Stanly County Tax ID: 653702997498

Current Property Owner's Name: Alan Eudy

Applicants Name (if different): Scott Dyer (NorStar Land Surveying, Inc.)

Mailing Address: 552-B Newell St., Concord, NC 28025

Phone #: 704-721-6651 Email: scottnorstar@ctc.net

Type of subdivision or legal change to property and administrative fee (please check one):

Exempt Subdivision "EXSR" (\$100) 1-3 Lot "Minor" Subdivision "MNSR" (\$100) 4+ Lot "Major" Subdivision "MJSR" (\$25 per lot)

Please provide a brief description of the proposed subdivision or legal change to property:

Creating 5 Lots out of parent tract.

I, the undersigned owner or authorized representative, hereby submit this application with the attached information required by the subdivision administrator in accordance with City Ordinance. I have the legal authority to request this action be taken. I understand that sale or transfer of any land referencing this or any other plat prior to formal approval is considered a Class 1 misdemeanor. The information and documents provided are complete and accurate to the best of my knowledge.

11/10/2020
DATE

Scott Dyer
SIGNATURE OF APPLICANT

PAYMENT SUMMARY RECEIPT

CITY OF ALBEMARLE
144 NORTH SECOND STREET
ALBEMARLE NC 28001

DATE: 11/19/20 CUSTOMER#: 000009999
TIME: 10:08:22 CITY OF ALBEMARLE
CLERK: crussell

RECPT#: 51154 PREV BAL: 125.00
TP/YR: P/2021 AMT PAID: 125.00
BILL: 51154 ADJSTMNT: .00
EFF DT: 11/19/20 BAL DUE: .00

Misc Cash Receipts

-----TOTALS-----

PRINCIPAL PAID: 125.00
INTEREST PAID: .00
ADJUSTMENTS: .00
DISC TAKEN: .00

AMT TENDERED: 125.00
AMT APPLIED: 125.00
CHANGE: .00

PAID BY: NORSTAR LAND SURVEYI
PAYMENT METH: CHECK
PAYMENT REF: 5242

City Council Members, Planning Staff and Board Members

I plan to subdivide the property off of Morgan Road into 5 lots in the City of Albemarle.

As of now I plan to build 1200-1300 sqft homes on the property.

Best Regards,

A handwritten signature in blue ink, appearing to read "Alan Eudy". The signature is fluid and cursive, with a long, sweeping tail on the "y".

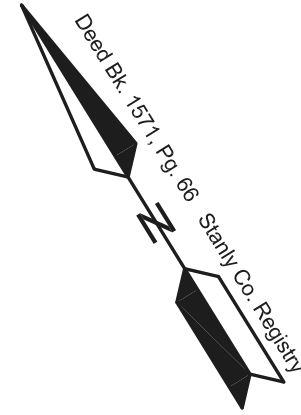
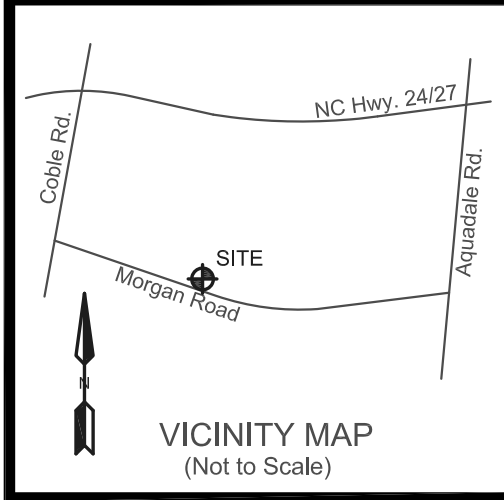
Alan Eudy

5590 Emanuel Rd

Rockwell, NC 28138

Cell 704-239-0226

Eudy34@gmail.com



- LEGEND**
- R/W - RIGHT OF WAY
 - (F) - FOUND
 - (B) - BENT
 - a/s - AS SHOWN
 - EoP - EDGE OF PAVEMENT
 - ⊕ - FIRE HYDRANT

Total Area
89425.96 sf
2.053 AC

Certificate of Approval by the Planning Board

I, _____, chairman of the Planning Board, hereby certify that the said board fully approved the preliminary plat of the subdivision entitled 2.053 AC - Morgan Road, on the _____ day of _____, 2020.

Chairman Date

Certificate of Approval of Plan of Council

I, _____, the city clerk of the City of Albemarle, North Carolina, do certify that on the _____ day of _____, 2020 the City Council of the City of Albemarle approved the preliminary plat entitled 2.053 AC - Morgan Road.

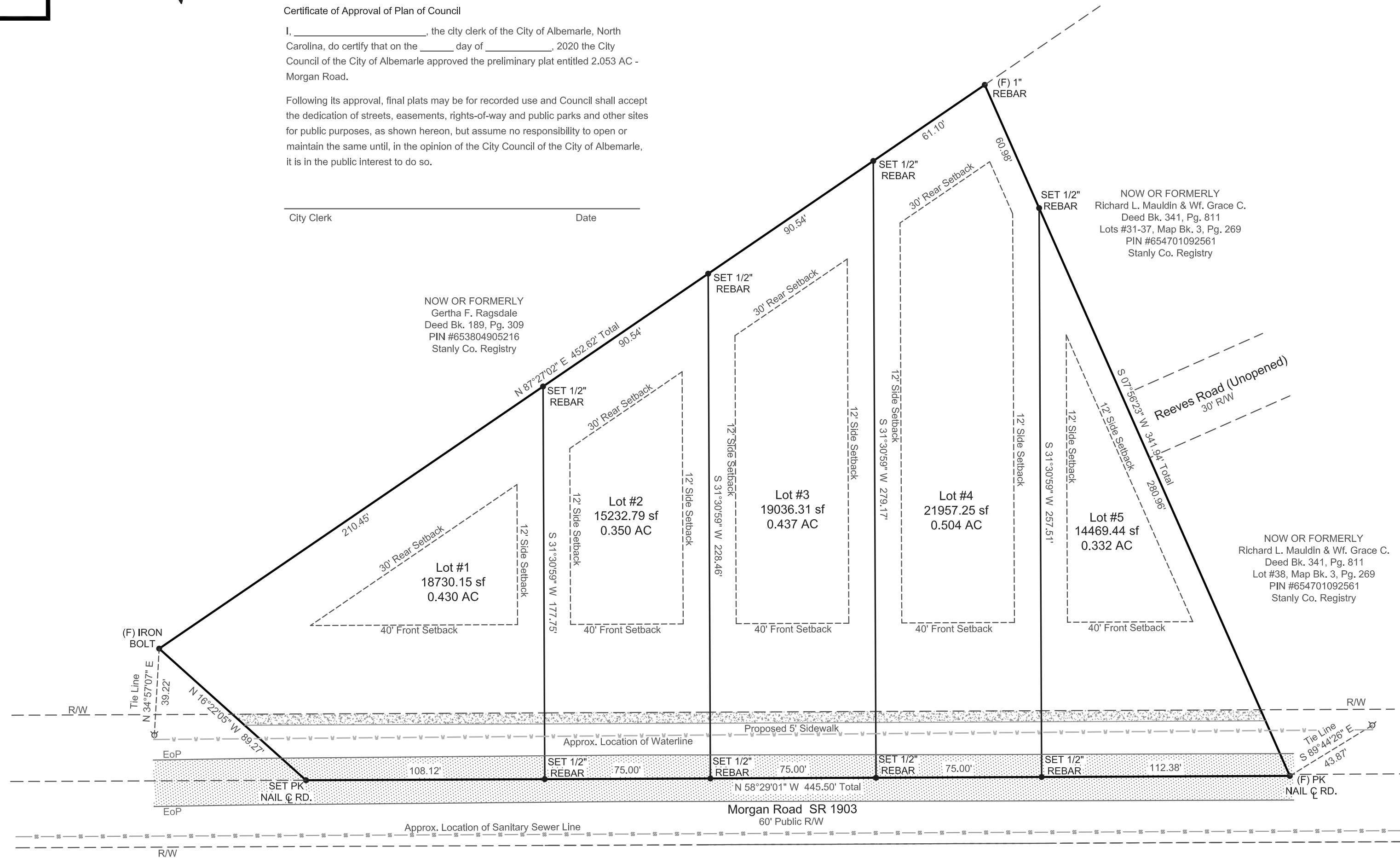
Following its approval, final plats may be for recorded use and Council shall accept the dedication of streets, easements, rights-of-way and public parks and other sites for public purposes, as shown hereon, but assume no responsibility to open or maintain the same until, in the opinion of the City Council of the City of Albemarle, it is in the public interest to do so.

City Clerk Date

Certificate of Ownership and Offer of Dedication

I hereby certify that I am the owner of the property shown and described hereon, and that I hereby adopt this plan of division of my property of my free consent, establish minimum building lines, and dedicate all streets, alleys, walks, parks, and other sites to public or private use as noted. Further, I certify the land as shown hereon is within the planning jurisdiction of the City of Albemarle, North Carolina.

Owner Date

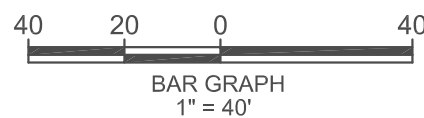


NOW OR FORMERLY
Gertha F. Ragsdale
Deed Bk. 189, Pg. 309
PIN #653804905216
Stanly Co. Registry

NOW OR FORMERLY
Richard L. Mauldin & Wf. Grace C.
Deed Bk. 341, Pg. 811
Lots #31-37, Map Bk. 3, Pg. 269
PIN #654701092561
Stanly Co. Registry

NOW OR FORMERLY
Richard L. Mauldin & Wf. Grace C.
Deed Bk. 341, Pg. 811
Lot #38, Map Bk. 3, Pg. 269
PIN #654701092561
Stanly Co. Registry

R-10 Dimensional Standards	
Min. Front Setback	40'
Min. Rear Setback	30'
Min. Side Setback	12'
Min. Lot Width (@ Setback)	75'
Min. Lot Size	10,000 sf



I, R. Scott Dyer, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 1707, page 964, etc.); that the boundaries not surveyed are clearly indicated as drawn from information found in Book a/s, page a/s; that the ratio of precision as calculated exceeds 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this 5th day of November, A.D., 2020.

I also certify to one or more of the following as indicated:

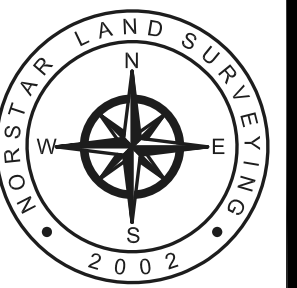
- A. That this plat is of a survey that creates a subdivision of land within the the area of county or municipality that has an ordinance that regulates parcels of land;
- B. That this plat is of a survey that is located in such portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- C. That this plat is of an existing parcel(s) of land;
- D. That this plat is of a survey of another category, such as the recombination of existing parcels, a court-ordered survey or other exception to the definition of subdivision;
- E. That the information available to this surveyor is such that I am unable to make a determination to the best of my professional ability as to provisions contained in A through D above.

R. Scott Dyer, PLS #4444

PRELIMINARY
Not for Conveyances,
Sales or Recordation

NOTES:

- * Deed Reference - Deed Bk. 1707, Pg. 964 Alan Eudy Dated July 24, 2020 Recorded in Stanly Co. Registry
- * Map Reference - Boundary Survey for Scott A. McNulty Dated September 27, 1994 Deed Bk. 1571, Pg. 66 Performed by Jimmy R. Ellison, PLS
- * PIN #653702997498
- * Property subject to recorded and unrecorded rights of way, easements and agreements as may appear.
- * Zoned: R-10 Single Family
- * Subject property is not located within a 100 year flood hazard area per Community Flood Panel #3710653700 J, dated September 3, 2008.
- * Total number of lots = 5.



NORSTAR LAND SURVEYING, INC.
552-B Newell Street NW
Concord, NC 28025
Ph 704 721 6651
Fax 704 721 6653
Firm Lic. # C-2294

Owner: Alan Eudy
5900 Emanuel Road
Rockwell, NC 28138

Prepared for: Alan Eudy

2.053 AC - Morgan Road

City of Albemarle Stanly County, NC

PRELIMINARY PLAT

DATE
November 5, 2020

SCALE
1" = 40'

NLS NO.
20152

DRAWN BY
S. Kimrey

CHECKED BY
S. Dyer

BY	REVISION	DATE

SHEET
1 OF 1

Morgan Road Eudy Major Subdivision

Preliminary Review

Submission of Preliminary Plat:

- Subdivision Application and Appropriate Fee- **Completed**
- Three Full-Size Prints of Preliminary Plat- **Completed**
- Two Signed Statements of Proposed Land Use- **Completed**
- Draft of Protective Covenants Placed on Subdivision- **Not Required**
- Three Copies of Supplemental Info. (Floodplain maps against proposed building footprints.) – **Not Required**
- Digital Copy of All Prints -**Completed**
- Filing Fee Amount: \$25 per lot- **Completed**

Preliminary Plat Standards:

- Location of Existing Property Lines- **Good**
- Streets, Buildings, Watercourses, Railroads, Transmission Lines, Sewers, Bridges, Culverts, Drainpipes, Water Mains, City Limit Lines, Public Utility Easements.- **Good**
- Boundaries of Tract- **Good**
- Wooded Areas, Marshes, Any Other Physical Condition Affecting Site- **Good**
- Names of Adjoining Property Owners- **Good**
- Zoning Classification on Development and Adjoining Lands- **Good**
- Proposed Streets, Names, Right of Ways, Pavement Widths and Grades- **Good**
- Proposed Utilities Connecting to Existing Utilities- **Good**
- Other Proposed Right of Ways- **Good**
- Proposed Lot Lines & Dimensions- **Good**
- Minimum Building Setback Lines- **Good**
- Proposed Parks, School Sites, Open Spaces- **Good**
- Title, Date, North Arrow, Graphic Scale- **Good**
- Name of Owner, Surveyor, Engineer or Planner- **Good**
- Data: Acreage in Total, Acreage in Open Space, Average Lot Size, Total Lots, Lineal Feet in Streets- **Good**

- Vicinity Map- Good
- Forms For Preliminary Certification (per 91.15)- Good

Additional Information Required By Subdivision Administrator:

- Traffic Impact Analysis-Not Required
- Map Amendment Application- Not Required
- Conditional Use Permit Application- Not Required
- Annexation Petition & Boundary Survey- Not Required

Cluster Development Site Plan Standards: Not Required

- Location, Arrangement, Dimensions and Number of Parking Spaces-
- Location and Dimensions of Vehicular Entrances, Exits and Drives-
- General Drainage System-
- Location and Materials of Walls and Fences-
- Ground Cover, Topography, Slopes, Banks, and Ditches-
- Location and General Exterior Dimensions of Various Residences-
- Location, Dimensions and Arrangements of Areas to Be Devoted to Lawns, Trees and Other Plants (Open Space)-
- Proposed Utility Layouts-
- Analysis of Anticipated Traffic Volume-
- Erosion and Sedimentation Control Plan-
- Evidence That the DOT Has Been Made Aware of the Development-
- Plans For Refuse Disposal-
- Delineation of Areas To Be Constructed in Phases-
- Sidewalks of Five Feet In Width Linking Development Within R-4 and N-S-
- Sidewalks of Five Feet in Width Within a Residential Cluster Development or a Zero Lot-Line Development-
- Any Other Reasonable Conditions felt Necessary By the Planning Board or City Council.

Introduction: The Morgan Road Eudy Major Subdivision is a 2.053 acre 5 lot major subdivision which separates 5 buildable lots from 1 parent tract. This proposal front an existing state road with existing City utilities.

Watershed: N/A

Access: The developer proposes that each lot individually accesses the existing state maintained Morgan Road.

Open Space: N/A

Traffic Analysis: This particular development is not required to have a traffic impact analysis as it is both under the City's and DOT's threshold for daily trips.

Utilities and Topography: The developer has revised the design to show both the existing water and sewer mains to service the proposed homes.

Road Design: No new roads are being proposed for this development.

Sidewalks: Sidewalks are shown fronting all proposed lots.

Setbacks: Typical setbacks in R-10 single family residential are 40' from the front, 12' on the sides, 30' in the rear and 22' on the side that abuts a street.

Print

Title – Consider Payment of Property Damage Claim

Description:

Crystal Morris Archer had her car damaged by a City electric transformer that failed, with parts of the transformer hitting her car. Our insurance carrier has reviewed and denied the claim based on the rationale that there was no prior knowledge or warning of the impending failure. Ms. Morris is making a request to Council that the City cover some portion of her expenses. More information will be provided at the meeting.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
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No Attachments Available

APPROVALS:

Date/Time:	Approval:	Department:	
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□ Print

Title – Electric Vehicle Funding Program

Description:

As Council is aware, the State NCDEQ has announced the opening of the Phase 2, Level 2 Electric Vehicle Charging Program. Funds are available, with the highest level of funding (\$5,000) for charging stations located on property owned by the City. Council may recall the recommended location is in the City Hall parking lot closest to Second Street, generally across from the drive-thru. The rationale for this location is that while a car is charging, we want people walking through the downtown spending their time and money here. These parking spaces are also the least utilized by City staff, so we would not be taking prime parking locations. Finally, this location has power already in place as well as internet service, which is a requirement of this program. Jonathan Misenheimer in Public Utilities will be our lead person. He has registered for the webinar regarding the program and has already made contact with ElectriCities and another municipality to prepare for the program. A few decisions we will need from the Mayor and Council are:

- Will we be providing free electricity or will a payment be required?
- How many do we want? Any charging station funded is required to be able to charge 2 vehicles at the same time.
- If we want to apply for a second location, a spot to consider is the City's lot at the corner of First and Main.

This a reimbursement program. If approved, we will need to make the purchase and install according to program guidelines. After we submit receipts and other proof of compliance, we will be reimbursed for our cost up to the amount approved in the grant.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Consider Closed Session Pursuant to N.C.G.S. 143-318.11(a) (1) - To Prevent Disclosure of Information that is Privileged or Confidential pursuant to the law of this State

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Adjourn to Thursday, December 10, 2020 at 6:00 p.m

Description:

This meeting will be held in City Council Chambers and the purpose is to discuss the Albemarle Business Center.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:

Description:

No Attachments Available

APPROVALS:

Date/Time:

Approval:

Department: