



**MINUTES**  
**TOWN OF STOKESDALE**  
**REGULAR TOWN COUNCIL MEETING**  
**8325 ANGEL PARDUE ROAD**  
**STOKESDALE, NC 27357**  
**JULY 14, 2022 AT 7:00PM**

Member's present were: Mayor Mike Crawford; Mayor Pro-Tem Derek Foy; Council Members: Jimmy Landreth, Tim Jones, and Jim Rigsbee; Town Attorney Tom Medlin; Finance and Budget Officer Kim Thacker, Town Clerk Dale Martin and Guilford County Planner Oliver Bass.

**1. Call to Order, Pledge of Allegiance and Invocation**

Mayor Mike Crawford called the meeting to order and led the Pledge of Allegiance. Councilman Tim Jones delivered the invocation.

Mayor Crawford introduced and welcomed Mr. Robbie Wagoner as the new Deputy Clerk for the Town of Stokesdale.

**2. Review and Adopt the Agenda**

Councilman Jones made a **Motion** to add the following items:

1. 8.1 before New Business - Discussion of work performed on the pressure reducing valve by Underwood.
2. 16.1 Discussion on the Metropolitan Planning Organization, Town's Representation and NCDOT projects

Mayor Pro Tem Derek Foy seconded the motion.

**The Vote: Councilman Rigsbee – aye, Mayor Pro Tem Foy – aye, Councilman Landreth – aye, Councilman Jones – ayes, Mayor Crawford – aye. Motion carried.**

**3. Review and Approve Minutes: May 5, 2022 Budget Work Shop; May 12, 2022 Regular Town Council meeting; June 28, 2022 Open Session; June 28, 2022 Closed Session;**

**May 5, 2022**

Mayor Crawford made a **Motion** to approve the minutes of May 5, 2022 as presented. Mayor Pro Tem Foy seconded the motion.

**The Vote: Councilman Rigsbee – aye, Mayor Pro Tem Foy – aye, Councilman Landreth – aye, Councilman Jones – ayes, Mayor Crawford – aye. Motion carried.**

**May 12, 2022**

Mayor Crawford made a **Motion** to approve the minutes of May 12, 2022 as presented. Councilman Jones seconded the motion.

**The Vote: Councilman Rigsbee – aye, Mayor Pro Tem Foy – aye, Councilman Landreth – aye, Councilman Jones – ayes, Mayor Crawford – aye. Motion carried.**

## In Favor

Rick Ringler, 8642 W. Market Street, Suite 136, Greensboro, NC – stated that he is the Engineer on this project. He explained the single-family residential neighborhood planned for this area. He stated that the project has been through the planning process and that NCDOT is aware of their plans. He made himself available for questions.

## Opposed

None presented.

Mayor Crawford closed the public hearing.

Council pointed out that this neighborhood is partially in an area of future plans for road construction by NCDOT. Council discussed whether or not future property owners would be notified by the Realtors and/or developers. It was noted that the Town has no responsibility in regard to road construction by NCDOT and if or when any construction may occur. While Council hoped any future property owners would be notified of these future plans, it was the right of the property owner to request such rezoning and develop the property for the highest and best use as they wish. The Town Attorney reminded Council of the general use rezoning and conditions would not be allowed.

Mayor Pro Tem Foy made a **Motion** to deny the rezoning request because the property is in an area for a future highway and not in the best interest of the public. Councilman Landreth seconded the motion

**The Vote: Councilman Rigsbee – no, Mayor Pro Tem Foy – aye, Councilman Landreth – no, Councilman Jones – no, Mayor Crawford – no. Motion failed.**

Councilman Jim Rigsbee made a **Motion** to approve the rezoning in Case 22-04-STPL-02908 property located at 7808 US Highway 158 from AG to RS-30. Councilman Jones seconded the motion.

Attorney Medlin stated that the request is inconsistent with the Land Use Plan and therefore the motion should reflect the findings and reason for approving the request.

Councilman Rigsbee **amended** his motion to state that the request is reasonable to rezone the property from AG to RS 30 to provide single-family residential and in the public interest. The request is inconsistent for business use. Councilman Jones accepted the amendment.

**The Vote: Councilman Rigsbee – aye, Mayor Pro Tem Foy – no, Councilman Landreth – aye, Councilman Jones – ayes, Mayor Crawford – aye. Motion carried.**

## **8.1 Report of Pressure Reducing Valve work performed by Underwood**

Councilman Jones explained that work performed to replace the pressure reducing valve and then the subsequent issues that resulted from the valve not being set correctly. He explained that the tank was monitoring by Yates Construction, Gary Machunis and himself over the holiday weekend. Gary Wilkerson of Underwood came back on site to fix the issues, and all seems to be

working as it should. Councilman Jones asked Mr. Wilkerson to adjust the Town's bill for the work performed since the Town had to incur additional charges to have it monitored over the weekend. Mr. Wilkerson has agreed to a \$500 adjustment to the invoice. '

Councilman Jones then made a **Motion** to accept a \$500 credit from Underwood. Mayor Pro Tem Foy seconded the motion.

Council then thanked all those involved in this process and for staying on top of it until it was fixed. They also thanked the Fire Department for monitoring the situation as well.

**The Vote: Councilman Rigsbee – aye, Mayor Pro Tem Foy – aye, Councilman Landreth – aye, Councilman Jones – ayes, Mayor Crawford – aye. Motion carried.**

### **NEW BUSINESS**

#### **9. Consideration of NCDOT Blacksmith Subdivision Encroachment Agreements (2) with NCDOT and Angel Farm Development LLC**

The Town Clerk stated that this is a request by the Engineer for the Blacksmith subdivision.

Town Attorney Tom Medlin explained the need for the encroachment agreements on behalf of the NCDOT. He noted the Town's liability should the developer default on the project. He recommended the Town have an agreement that binds the developer until the construction is complete and water lines are operational.

Councilman Jones made a **Motion** to approve two Encroachment Agreements with NCDOT and Angel Farm Development, LLC for the Blacksmith Subdivision, a development agreement to be reviewed and approved by the Town Attorney and to authorize the Mayor to sign all documents.

Councilman Rigsbee seconded the motion.

**The Vote: Councilman Rigsbee – aye, Mayor Pro Tem Foy – aye, Councilman Landreth – aye, Councilman Jones – ayes, Mayor Crawford – aye. Motion carried.**

#### **10. Discussion on Town Park**

Mayor Pro Tem Foy stated that in order for the Town to apply for grant money and to develop the park, a Park Improvement Committee needs to be established. He has two applicants to recommend for this committee: Deanna Ragan and Tee Stephenson. Councilman Rigsbee stated that he may have a recommendation for the committee as well.

Mayor Pro Tem Foy made a **Motion** to appoint Deanna Ragan to the Town Park Improvement Committee. Councilman Landreth seconded the motion.

It was noted that Mayor Pro Tem Foy and Councilman Landreth will be a part of the committee.

Councilman Jones stated that a 3 or 5 person committee works best to prevent any split votes. He also asked if the Committee would have any spending authority. It was noted that all expenditures would be brought to Council.

**The Vote: Councilman Rigsbee – aye, Mayor Pro Tem Foy – aye, Councilman Landreth – aye, Councilman Jones – ayes, Mayor Crawford – aye. Motion carried.**

Mayor Pro Tem Foy made a **Motion** to appoint Tee Stevenson to serve on the Town Park Improvement Committee. Councilman Landreth seconded the motion.

**The Vote: Councilman Rigsbee – aye, Mayor Pro Tem Foy – aye, Councilman Landreth – aye, Councilman Jones – ayes, Mayor Crawford – aye. Motion carried.**

Councilman Landreth noted a problem with trash at the park and explained this occurred during the holiday weekend. It has been cleaned up.

Mayor Pro Tem Foy stated that he would support some of the Town's grant money being used for an Amphitheater that would be utilized by both the Town and our schools. He noted that he and Councilman Landreth met briefly with an Architect, walked the property and identified an area that could be used to build this facility.

Mayor Pro Tem Foy made a **Motion** to hire Hawkins Landscape Architecture in the amount of \$1,950 to create a design for an Amphitheater for the Town Park. Councilman Jones seconded the motion.

Council briefly discussed the site, cost and uses for this Amphitheater. It was noted that the funds will not come from property tax money but from grant money that must be spent or returned. Specific costs and details will be discussed once we get a design drawn up. It was suggested that Council look at costs of facilities in surrounding communities such as Summerfield and Oak Ridge.

**The Vote: Councilman Rigsbee – aye, Mayor Pro Tem Foy – aye, Councilman Landreth – aye, Councilman Jones – ayes, Mayor Crawford – aye. Motion carried.**

#### **11. Discussion on closing Town Hall to the public on Fridays**

Councilman Landreth recommended Town Hall be closed on Fridays to the general public. He stated that this will give Staff the opportunity to catch up. Council discussed placing a notice on the front door, the website and facebook page. It was suggested that in certain situations where deadlines are to be met, staff will be available. There was some disagreement that once another part-time employee was hired, staff would be able to handle the traffic. It was noted that this is not a day off for staff but an opportunity to catch up on paperwork. Council asked that Staff notify them when there would be no staff in the office on Friday. The Town Attorney advised that there was no statutory requirement regarding the hours Town Hall is open.

**Vote: Councilman Rigsbee-no, Mayor Pro Tem Foy - yes, Councilman Landreth - yes, Councilman Jones - yes, Mayor Crawford – no. Motion carried 3-2.**

#### **12. Discussion on Visitor Log**

Councilman Landreth stated that there is a visitor log kept for anyone coming into the building to make payments, etc and felt that this was not necessary. He suggested a log be kept for those that have appointments or have a need to enter the office area. Councilman Jones stated that in the past it was used to determine the flow of traffic through Town Hall and a valid management tool.

Councilman Landreth made a **Motion** for Staff to remove the Visitor Log for anyone coming into the Town Hall Lobby. Mayor Pro Tem Foy seconded the motion.

**Vote: Councilman Rigsbee-yes, Mayor Pro Tem Foy - yes, Councilman Landreth - yes, Councilman Jones - yes, Mayor Crawford – no. Motion carried 4-1.**

Council discussed keeping a visitor log for anyone entering the back office area

Councilman Rigsbee made a **Motion** to keep a Visitor Log for anyone entering the secured office area of Town Hall. Councilman Jones seconded the motion.

Councilman Rigsbee stated that the log should be kept in the back and in a professional manner with the individual information being verified before the visitor enters the office area.

Councilman Jones recommended we use the current form we have on file.

**The Vote: Councilman Rigsbee – aye, Mayor Pro Tem Foy – aye, Councilman Landreth – aye, Councilman Jones – ayes, Mayor Crawford – aye. Motion carried.**

**13. Discussion of drafting summary meeting minutes conforming to NCGS 143-318.10(e)"**

Councilman Jones asked that this item be placed on the agenda. Council discussed what is required by the NC General Statutes for Council minutes. It was suggested that brief and accurate minutes be kept, and that long narratives were not necessary. Councilman Jones referenced a publication by Trey Allen with the UNC School of Government "*What are "Full and Accurate"*" that said minutes should contain what Council has done and not what is said by individual members. It was suggested that the Town retain the YouTube videos and audio recordings as part of the Town's records.

Councilman Rigsbee stated that the Town will need to make sure that we have storage space in the future for keeping these electronic records and retaining a hard copy. He also cautioned Councilmembers to speak into the microphones so that everything is audible.

The Town Attorney Medlin reminded Council that the minutes have to be approved by Council and that is done with the written record that would show the motion or action and vote, and kept in an official minute book, discussion is not necessary. Council would all have to listen to the recordings to be able to approve those but maintaining the recordings is acceptable.

**14. Review of Friends of Stokesdale paid invoices and canceled checks in conformance with NCGS 159-40"**

Finance and Budget Officer Kim Thacker sent an email on June 6<sup>th</sup> to Friends of Stokesdale however, no response has been received. Council discussed sending additional request by formal letter drafted by the Town Attorney.

Councilman Jones made a **Motion** that the Town Attorney draft a letter and send certified to the Friends of Stokesdale requesting a copy of all paid invoices, cancelled checks and contracts they have with the Town of Stokesdale. Mayor Pro Tem Foy seconded the motion.

Council discussed how the clock, mural and school sign all came about and the grant money received to pay for most of it. Eileen Thiery was present and stated that the Friends of the Stokesdale was not a part of the clock, it was suggested by an individual.

Council discussed their authority through the NC General Statutes to request financial information from non-profits when the Town gives them money.

**Joe Thacker, PO Box 82, Mayodan, NC 27027** -reported that the Friends of Stokesdale received 501c3 non-profit status in 2019. He stated that he did not receive any correspondence regarding this request but read about it in the Northwest Observer. He stated that the group will provide invoices and cancelled checks as requested; however, he did not see any reason for requesting an audit.

After a brief discussion regarding an audit, Council felt that one was not necessary.

Councilman Jones stated that he has previously made a motion that was seconded and passed to have staff locate documents or request Friends of Stokesdale to present the Town a copy of receipts, cancelled checks or agreements for money given to the Friends of Stokesdale.

Councilman Jones then **amended** his **Motion** to have the Town Clerk draft a letter to the Friends of Stokesdale requesting all paid invoices, cancelled checks and contracts with the Town of Stokesdale. Mayor Pro Tem Foy accepted the amendment.

Ms. Molly Byrd, member of Friends of Stokesdale encouraged Council to call and ask for any of this information before it is discussed like this in an open forum.

**Vote: Councilman Rigsbee-yes, Mayor Pro Tem Foy - yes, Councilman Landreth - yes, Councilman Jones - yes, Mayor Crawford –yes. Motion carried.**

#### 15. Discussion on water rates

Mayor Pro Tem Foy presented the following handout for discussion.

What Forsyth County Charges the Town of Stokesdale				
Date	Water Rate Per Cubic Foot	Percent Increase		Cumulative Water Increase
7/1/2019	\$0.02406			
7/1/2020	\$0.02406			
7/1/2021	\$0.02490	3.49%	3.49%	
7/1/2022	\$0.02569	3.17%	6.77%	

Data Taken From Hazen & Sawyer Document Titled "Town of Stokesdale Water Projections" dated 2/15/2021

The average household in the Town of Stokesdale consists of 2.85 residents

The projected per capita use per person is 60 gallons per day.

2.85 residents \* 60 gallons per day \* 365 days per year means the average household consumes 62,415 gallons annually or 5,201 gallons per month

The TOS charges customers \$6.49 per 1,000 gallons used plus a \$25 service fee each month.

The average CURRENT residential water bill is currently \$58.75

Motion 1: To increase the price per 1000 gallons by 3.17%. New Price per 1000 gallons will be \$6.70

Motion 2: To increase the service fee by 2%. New service fee would be \$25.50

If motion number 1 passes, the new average residential water bill would be \$59.85 (increase of 1.96%)

If both motions pass, the new average residential water bill would be \$60.35 (increase of 2.72%)

Mayor Pro Tem Foy made a **Motion** to increase Town water rates by 3.17% per 1000 gallons to \$6.70, and to increase the service fee by 2% to \$25.50, increases to be effective with the August billing. Mayor Crawford seconded the motion.

**Vote: Councilman Rigsbee-yes, Mayor Pro Tem Foy - yes, Councilman Landreth - yes, Councilman Jones - yes, Mayor Crawford –yes. Motion carried.**

#### **16. Discussion on part-time Deputy Clerk (20 hours/week)**

Mayor Pro Tem Foy stated that he still sees a need for a parttime clerk to be a back up for current staff and to take Mrs. Martin's position when she retires. Mayor Crawford offered to assist with developing a job description. Item will be revisited once a description is drafted.

#### **16a. Discussion on MPO (Metropolitan Planning Organization)**

Councilman Jones questioned the Town's involvement with this areas MPO and the need to stay abreast of projects going on within Stokesdale. It was noted that this area's Representative is Reese Walker a Councilman in Summerfield. Mayor Crawford offered to contact Mr. Walker and see what information he could provide. Council asked that Staff check into the process for appointing a representative to the organization.

#### **17. Citizen's Comments from the Floor. (3-minute Limit per Speaker)**

None presented.

**18. Council Comments.**

Councilman Rigsbee expressed support for Friends of Stokesdale and the work they do in the community.

Mayor Pro Tem Foy referred to the rezoning case and expressed his support for the development but wanted potential citizens to be aware of future road plans in that area. Thanked Mr. Wagoner for attending the meeting tonight and looks forward to working with him.

Councilman Landreth also thanked everyone for coming out to the meeting and welcomed Mr. Wagoner.

Councilman Jones also thanked everyone for being here. He welcomed Mr. Wagoner. He expressed support for Friends of Stokesdale but also felt he had obligation to account for every dollar of the Town's money. He thanked Yates, Mr. Matchunis for their work on the water issues over the holiday weekend.

Mayor Crawford made the following announcements:

**Announcements:**

**Cancelled - Planning Board Meeting Thursday, July 28<sup>th</sup> at 7pm at Town Hall  
Town Council Meeting Thursday, August 11<sup>th</sup> at 7 pm at Town Hall**


**19. Adjournment.**

Councilman Landreth made a **Motion** to adjourn the meeting. Mayor Pro Tem Foy seconded the motion.

**Vote: Councilman Rigsbee-yes, Mayor Pro Tem Foy - yes, Councilman Landreth - yes, Councilman Jones - yes, Mayor Crawford –yes. Motion carried.**

Being no further business to come before Council, the meeting was adjourned at 10:33 pm.

Approved: September 8, 2022.

  
\_\_\_\_\_  
Michael E. Crawford, Mayor

ATTEST:

  
\_\_\_\_\_  
Dale F. Martin, Town Clerk