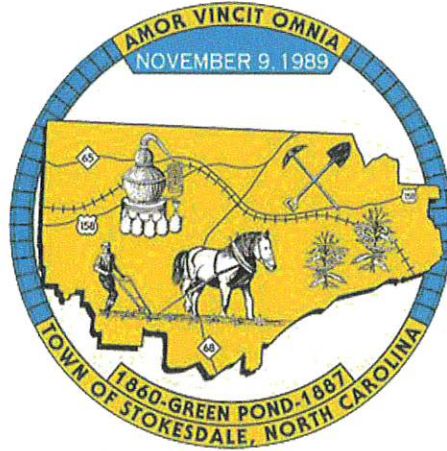


# TOWN OF STOKESDALE NORTH CAROLINA



## AGENDA PACKET

REGULAR TOWN COUNCIL MEETING

STOKESDALE TOWN HALL BUILDING

8325 ANGEL-PARDUE ROAD  
STOKESDALE, NC 27357

JANUARY 11, 2024

7:00 PM



**AGENDA**  
**TOWN OF STOKESDALE**  
**REGULAR TOWN COUNCIL MEETING**  
**8325 ANGEL-PARDUE ROAD**  
**STOKESDALE, NC 27357**  
**JANUARY 11, 2024 AT 7:00 PM**

**AVAILABLE VENUES TO WATCH/ATTEND:**

- a) Attend in Person at Stokesdale Town Hall in Council Chambers at 7:00 PM
  - b) View Live Stream on Town of Stokesdale's YouTube Channel at 7:00 PM:  
[https://www.youtube.com/channel/UC1tjH7T0Q\\_56F\\_EDH6wljiA/live](https://www.youtube.com/channel/UC1tjH7T0Q_56F_EDH6wljiA/live)
  - c) View & Participate (Citizen Comments) Virtually via Zoom at 7:00 PM:  
<https://us02web.zoom.us/j/87562699956?pwd=anphQWw2NGdndU8rT3hjM09rMzBNUT09>  
Meeting ID: 875 6269 9956 - Passcode: 472777 - One-Tap Mobile: 1-301-715-8592
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- 01. Call to Order, Pledge of Allegiance, and Invocation.
- 02. Review and Adopt the Agenda: January 11, 2024
- 03. Review and Adopt the following Minutes:
  - a) June 08, 2023, Regular Town Council Meeting
  - b) June 14, 2023, Special Called Town Council Meeting (Budget Workshop)
  - c) June 21, 2023, Special Called Town Council Meeting
  - d) December 14, 2023, Regular Town Council Meeting
- 04. Public Safety Reports:
  - a) Stokesdale Fire Department
  - b) Guilford County Sheriff's Office
- 05. Administrative Reports:
  - a) Administrative: Town Clerk Robbie Lee Wagoner II
  - b) Planning Board: Town Clerk Robbie Lee Wagoner II
  - c) Property Committee: Councilman Jim Rigsbee
  - d) Town Park Improvement Committee: Committee Chairman Tee Stephenson
- 06. Financial Reports: Town Clerk Robbie Lee Wagoner II
  - a) Financial Report: Town of Stokesdale General Fund
  - b) Financial Report: Town of Stokesdale Water Enterprise Fund

07. Citizen's Comments from the Floor (3-Minute Limit per Speaker).

**NEW BUSINESS:**

08. Presentation by Sebastian King regarding Lobbying Services.
09. Council Discussion with Guilford County Commissioner Pat Tillman.
10. Consideration of Health Insurance Coverage Renewal for Full-Time Town Employees.
11. Consideration of Installing Light Poles near the Basketball and Pickleball Courts.
12. Consideration of Upgrading the Lights on the Preexisting Light Poles located throughout the Town Park.
13. Citizen's Comments from the Floor (3-Minute Limit per Speaker).
14. Council Comments.

**ANNOUNCEMENTS:**

15. Council Announcements:
- a) The Stokesdale Town Hall Building will be **closed** on Monday, January 15, 2024, in observance of Martin Luther King, Jr.'s Birthday.
  - b) The next regular Town of Stokesdale Town Planning Board meeting is scheduled for Thursday, January 25, 2024, at 7:00 PM inside the Town Hall Council Chambers.
  - c) The next regular Town of Stokesdale Town Council meeting is scheduled for Thursday, February 08, 2024, at 7:00 PM inside the Town Hall Council Chambers.

**ADJOURNMENT:**

16. Adjournment of Meeting.



**MINUTES**  
**TOWN OF STOKESDALE**  
**REGULAR TOWN COUNCIL MEETING**  
**8325 ANGEL-PARDUE ROAD**  
**STOKESDALE, NC 27357**  
**JUNE 08, 2023 AT 7:00 PM**

Member's present were: Mayor Pro-Tem Derek Foy; Council Members: Jimmy Landreth, Tim Jones, and Jim Rigsbee; Town Attorney Charles Winfree; Finance and Budget Officer Kim Thacker, Town Clerk Dale Martin and Deputy Town Clerk Robbie Wagoner. Mayor Mike Crawford was absent.

**1. Call to Order, Pledge of Allegiance, and Invocation by Pastor Ed McKinney, Stokesdale United Methodist Church.**

Mayor Pro Tem Derek Foy called the meeting to order and led the Pledge of Allegiance. Pastor Ed McKinney of Stokesdale United Methodist Church delivered the invocation.

**2. Review and Adopt the Agenda.**

Mayor Pro Tem Foy made a **Motion** to adopt the agenda as presented. Councilman Tim Jones seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

Mayor Pro Tem Foy referenced a news story from WXII that talked about improvements to Hwy. 158 and asked Staff to follow up with NCDOT to get more information. Deputy Clerk Robbie Wagoner presented information he received from Connie James and Brian Ketner, Engineers with NCDOT. The news story indicated that the entire Hwy. 158 project would be funded but according to NCDOT representatives only a portion of the project has been funded. Further review and prioritization are required by both NCDOT and the MPO before work continues on the other portions of Hwy. 158. Mr. Wagoner also updated Council on the Hwy. 68 and Hwy. 65 projects under consideration. NCDOT indicated that they are planning a public meeting for local officials and public comment in late summer or early fall.

**3. Review and Adopt the following Minutes:**  
**a) August 11, 2022 - Regular Town Council Meeting**

Councilman Jones made a **Motion** to approve the minutes as presented. Mayor Pro Tem Foy seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>



<b>Councilman Rigsbee</b>	<b>Aye</b>		
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**Motion carried, vote 4-0.**

**b) May 11, 2023 - Regular Town Council Meeting -**

**Removed from the agenda.**

**4. Public Safety Reports:**

**a) Stokesdale Fire Department**

Fire Chief Todd Gauldin presented the Stokesdale Fire Department's report.

**b) Guilford County Sheriff's Office**

Robbie Wagoner read the Guilford County Sheriff's report.

**5. Administrative Reports:**

**a) Administrative Report: Dale F. Martin, Town Clerk**

Town Clerk Dale Martin presented the Staff's administrative report.

**b) Planning Board: None presented.**

**c) Events Committee: None presented.**

**d) Property Committee: None presented.**

**e) Town Park Improvement Committee: Tee Stephenson, Committee Chairman**

Mr. Tee Stephenson updated Council by highlighting work done by Yates Construction. He noted that Fleming Engineering completed the survey work for the land addition to the park and a combination deed was prepared and recorded. This greatly benefited the Committee in their plans for the basketball and pickleball courts. He added that the committee will be looking at other projects to make best use of town's grant funds.

**6. Financial Reports:**

**a) Finance/Budget Officer Report: Kimberly Thacker**

Finance/Budget Officer Kim Thacker presented a report of the Town's General Fund Accounts and the Water Fund account.

Mayor Pro Tem Foy asked about payment to A & D Enterprises for work on the town's blow off valves. He referenced this was to be paid for through House Bill 1163 and reimbursement has been requested. He asked if the Town could pay that from the water enterprise fund and then reimburse that fund when the money is received. Mrs. Thacker reminded Council that at a Special Called meeting on March 31<sup>st</sup>, Council approved using this grant to pay A & D

Enterprises for this work. She noted that the money is in the budget, however she is not authorized to pay these invoices from that account without approval by Council.

Mayor Pro Foy made a **Motion** that the invoices from A & D Enterprises be paid from the Water Enterprise account, contracted services line item and be reimbursed by House Bill 1163. Councilman Jones seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

Mrs. Thacker then announced that the LGC has approved the Town's contract for the audit to be performed by Cindy Randolph for fiscal year 2022-2023.

**i. Request to move funds within categories, if needed.**

Mrs. Thacker explained the need to move \$200 from account # 13003 Chlorinator Maintenance to account # 13004 Electricity Chlorinator Utilities, within the same category in the Water Enterprise fund.

Mayor Pro Tem Foy made a **Motion** to approve the request to move \$200 from account # 13003 Chlorinator Maintenance to account # 13004 Electricity Chlorinator Utilities, within the same category in the Water Enterprise fund. Councilman Jones seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

Motion carried, vote 4-0.

**7. Citizen's Comments from the Floor (3-Minute Limit per Speaker).**

None presented.

**PUBLIC HEARINGS:**

**8. Public Hearing on Proposed Budget for Fiscal Year 2023-2024.**

Mayor Pro Tem Foy declared the public hearing open.

**Jordan Balmforth, 7708 Hap Court, Kernersville, NC** – spoke on behalf of the Stokesdale Parks and Recreation, and requested \$50,000 for baseball field lights which he explained in detail last month. He stated that he has never come before Council asking for funds and that the organization intends to be self-sufficient, that this would not be a recurring event. He noted fundraising efforts undertaken by the organization.

Mayor Pro Tem Foy stated that at the last meeting, Council requested a resolution by the entire board of Directors. Mr. Balmforth produced a Resolution adopted by the Board of Directors.

Council and Mr. Balmforth discussed life of the light poles and maintenance. Discussed numerous upgrades to the fields, concession building and equipment that's been funded by donations and fundraising efforts. Sponsorships were discussed. He presented the number of games held at night and the number of kids that are participating.

Council members complimented Mr. Balmforth on the improvements taken place. It's new territory for this Council to donate to an organization but are willing to take it under consideration and discussed various funds that could be used for this purpose. Council discussed a matching grant of up to \$50,000 with the remaining funds raised by Stokesdale Parks and Recreation. Council asked for legal advice if the Town considers funding these light poles. Mr. Winfree advised that an agreement could have strings attached such that the money would be returned to the town if the property were ever sold, it could be a loan or a gift.

Mr. Balmforth assured Council that there is a high level of excitement within the organization and that they are open to all possibilities. He stated that having the town's backing for generations would steer things in the right direction. They pledged to be good stewards on any funds given and open to a succession plan with protections for the town.

**Eileen Thiery, 8101 Meadow Springs Place, Stokesdale, North Carolina 27357** – stated that this is essential to our future, the kids will benefit from this and would hate to see someone get hurt because of poor lighting.

Mayor Pro Tem Foy declared the public hearing closed.

### **NEW BUSINESS:**

#### **9. Consideration and Approval of Operating Budget Ordinance for Fiscal Year 2023-2024.**

Mrs. Thacker explained the changes made from the budget workshops and noted changes to the budget message. She noted some technical issues found that have been corrected.

Mayor Pro Tem Foy then stated that he has spoken with Mrs. Martin and she would like to reduce her hours and is ready to step down as clerk and focus on the codification of town ordinance and re-codification of the development ordinance. He stated that with her reduction in hours and with the elimination of the part-time position, we could then fund a needed full time deputy clerk that he believes is needed.

Mayor Pro Tem Foy then stated that he supports Stokesdale Parks and Recreation and in favor of using \$50,000 of ARPA funds to assist them with the lights. He highlighted the Town's effort is obtaining various grants for the Town that will be used for park improvements and water system improvements. He added that no town funds would be used. He spoke of the positive impact they make on Stokesdale and that the money would be used for a good public purpose.

Mayor Pro Tem Foy made a **Motion** to continue the budget discussion and public hearing to a Special Called Meeting to be held on June 15, 2023 at 7:00 PM here at Town Hall for the purpose of continuing the budget workshop. Councilman Jones seconded the motion.

Town Clerk Martin reminded Council that a budget ordinance is the document that is actually adopted and would need to reflect the final figures for line items, etc. at the special called meeting. Council discussed ironing out all the detail and possibly holding 2 meetings, June 15<sup>th</sup> for a budget workshop and on June 21<sup>st</sup> to continue the public hearing and to adopt the budget.

Mayor Pro Tem Foy withdrew his first motion.

Mayor Pro Tem Foy made a **Motion** to continue this item to June 15, 2023 at 7:00 for the purpose of a budget workshop, and a Special Called meeting on June 21, 2023 at 7:00 PM for the continued public hearing and the potential adoption of the budget. Councilman Jones seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

Mayor Pro Tem Foy asked Mr. Winfree if a motion should be considered now to include funds to Stokesdale Parks and Recreation. Mr. Winfree stated that there was discussion about protecting the Town and advised that there be further discussion and direction at the budget work session as to what protection should be put in place. He added that Council could make a motion to include the funding in the budget now and work out the details at the work session.

Mayor Pro Tem Foy made a **Motion** to include in the budget a \$50,000 grant to Stokesdale Parks and Recreation to be used only for lighting and light poles at 8401 Capri Drive at the community park. Councilman Jones seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

Mayor Pro Tem Foy called a recess at 8:31 PM. He reconvened the meeting at 8:41 pm.

#### **10. Consideration of Town Administrator / Town Clerk Job Description and Job Position.**

Mayor Pro Tem Foy clarified that this is only 1 person, not 2 jobs. He worked with staff to draft a job description with responsibilities denoted. He referenced the town's form of government and compared it to a business. He felt that the Town's staff needs a leader and felt that it should be the town clerk/administrator with a job description that reflects what they are really doing. He complimented the staff and hoped to make it better. He then shared a draft job description.



Council discussed the Town Administrator position and what responsibilities are laid out in the NCGS. Mayor Pro Tem Foy explained that the Administrator would only have authority designated by the Council.

Council discussed statutory requirements from the NCGS and the current role and responsibilities of the clerk. Council desired a clear chain of command and performance expectations of town staff and resources.

**11. Consideration of proposal for Water System Consultation and General Engineering Services.**

Mayor Pro Tem Foy, stated that four or five months ago, the Town sent out a Request for Qualifications (RFQ) proposal specific to our water system. He stated that this RFQ is for general services and consultation and engineering services, such as an agitator or other needs for our water system.

Mayor Pro Tem Foy made a **Motion** to accept a request for proposal by Hazen and Sawyer for Water System Consultation and Engineering Services and enter negotiations for general engineering services needed. Councilman Rigsbee seconded the motion.

Council discussed the negotiation process and what happens if an agreement isn't made with Hazen and Sawyer. It was noted that should negotiations fail, the Town could do business with another engineering firm for this work.

Mr. Aaron Babson, with Hazen and Sawyer, stated that this proposal is specifically to satisfy a requirement for the \$400,000 grants and explained the work that would be done under the grant. He explained that they applied for two grants for the Town, \$100,000 to be used to improve the existing system and could be used for the agitator as an example. The \$300,000 grant could be for rate studies and planning for the future.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>aye</b>
<b>Councilman Landreth</b>	<b>aye</b>	<b>Councilman Jones</b>	<b>aye</b>
<b>Councilman Rigsbee</b>	<b>aye</b>		

**Motion carried, vote 4-0.**

**12. Consideration for Finance/Budget Officer to attend "A Budgeting Guide for Local Government" Webinar Series.**

Mrs. Thacker requested to attend a "A Budgeting Guide for Local Governments Webinar Series" conducted by ICMA (International City Manager's Association), in the amount of \$695.00. She explained that she has actually missed out on this one as the first session has already been held. In the future, she would like to attend this type of sessions.

**13. Citizen's Comments from the Floor (3-Minute Limit per Speaker).**

None presented.

**14. Closed Session in accordance with § 143-318.11. Closed sessions.**

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required.

(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge, or removal shall be taken in an open meeting.

Mayor Pro Tem Foy made a **Motion** to enter into closed session at 9:13 PM for the purpose of discussing personnel matters in accordance with NCGS 143-318-.11(6). Councilman Landreth seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

Reconvened to Open Session.

Mayor Pro Tem Foy made a **Motion** to reconvene in open session at 10:19 PM. Councilman Landreth seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

Mayor Pro Tem Foy made a **Motion** to set the salary for the Town Clerk at \$57,000 and to appoint Robbie Lee Wagoner, II as Town Clerk, effective July 1, 2023. Councilman Rigsbee seconded the motion.

Mayor Pro Tem Foy stated that all staff will report to Mr. Wagoner.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>

<b>Councilman Rigsbee</b>	<b>Aye</b>		
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**Motion carried, vote 4-0.**

Mayor Pro Tem Foy made a **Motion** to appoint Dale Martin as part-time Deputy Clerk effective July 1<sup>st</sup>, 2023. Councilman Jones seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

# **15. Council Comments.**

Councilman Rigsbee congratulated Mr. Wagoner on his appointment as Town Clerk.

Mayor Pro Tem Foy wished all fathers and Happy Father's Day, and congratulations to Mr. Wagoner also.

Councilman Landreth thanked those in the audience and staff. He congratulated Mr. Wagoner and thanked him for his service.

Councilman Jones also congratulated Mr. Wagoner and thanked those in the audience for attending the meeting.

# **16. Adjournment.**

Councilman Landreth made a **Motion** to adjourn the meeting at 10:25 Pm. Mayor Pro Tem Foy seconded the motion.

<b>Mayor Crawford</b>	<b>Aye</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

Being no further business to come before Council, the meeting was adjourned at 10:25 pm.

Approved: \_\_\_\_\_

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

ATTEST:

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



**MINUTES**  
**TOWN OF STOKESDALE**  
**SPECIAL CALLED**  
**TOWN COUNCIL MEETING**  
**BUDGET WORKSHOP**  
**8325 ANGEL-PARDUE ROAD**  
**STOKESDALE, NC 27357**  
**JUNE 14, 2023 AT 7:00 PM**

Member's present were: Mayor Pro-Tem Derek Foy; Council Members: Jimmy Landreth, Tim Jones, and Jim Rigsbee; Finance and Budget Officer Kim Thacker, and Town Clerk Dale Martin. Absent were Mayor Mike Crawford and Town Attorney Chuck Winfree.

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

Mayor Pro Tem Derek Foy called the meeting to order and led the Pledge of Allegiance. Councilman Jim Rigsbee delivered the invocation.

**2. Review and Adopt the Agenda.**

Councilman Jimmy Landreth made a **Motion** to adopt the agenda. Mayor Pro Tem Foy seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**3. Citizen Comments from the Floor (3-Minute Limit per Speaker).**

None presented.

**4. Discussion of Fiscal Year 2023-2024 Annual Budget.**

Mayor Pro Tem Foy began discussions with the General Fund. Council discussed fire inspection and investigations and who is responsible for those for our local businesses and who pays for the inspections.

Council discussed the \$40,000 projected for the code of ordinance book and recodification of the development ordinance. Mrs. Martin explained that the proposal was from Municipal Code, the company that prepared the Stokesdale Development Ordinance. She stated that the development ordinance will be updated and the cost is based on the number of text amendments that has been generated since 2018. Her best estimate was that it would not be \$20,000, that she could only recall 2

or 3 amendments in her research. She added that the Code of Ordinance book would be created from scratch by pulling all the town's operating ordinances together. It was asked if the code would be accessed through the internet as opposed to hard copies. Mrs. Martin stated that the Town will have both a hard copy as well as it being accessible through the internet.

Mayor Pro Tem Foy asked if Mrs. Martin thought the Code book projects could be done with a budget of \$30,700. Councilman Jones recalled when the development ordinance was done back in 2016 and believes the Town got a proposal for both. He asked if staff could locate that proposal and share it with Council. Mrs. Martin noted other companies out there such as American Legal, but having the development ordinance prepared by Municipal Code she speculated that they would be cheaper. Mrs. Martin stated that she would give it her best shot to work within that budget.

Council then discussed the \$1,000 for traffic control at Stokesdale Elementary School and their objections due to it not being the Town's responsibility. There was concern that it would be a recurring expense and a short route for the school's administration to get money. Councilman Landreth asked if staff could contact the school and ask them to submit their request for funding in writing. By consensus, the \$1,000 remained in the budget.

Mayor Pro Tem Foy then brought up special revenue funds and highlighted those.

Mayor Pro Tem Foy referenced conversations with Mr. Balmforth with Stokesdale Parks and Recreation.

**Mr. Jordan Balmforth, 7708 Hap Court, Kernersville, NC** – provided the organizations Articles of Incorporation and was able to determine that no bylaws were created. He stated that they have paid to have bylaws drafted and read 2 sections included in these bylaws. The sections read dealt with protection to the Town should the organization disband or transfer property ownership.

Councilmember Rigsbee explained that these bylaws and any agreement would need to be voted on by Stokesdale Parks and Recreation and then presented to Town Council for a vote as well.

Mr. Balmforth explained the transparency set out in the bylaws and noted the section whereby the bylaws can be amended or repealed except for Article III, the section that provides for the transfer of property and the protection to the Town. He added that the Stokesdale Parks and Recreation Board has adopted these bylaws. Council commended Mr. Balmforth for his diligence in getting this done so quickly. He was asked if this document will be recorded, and Mr. Balmforth stated that it would be recorded. Mr. Balmforth stated that this provides protection for the Town but also for the organization forever.

Mayor Pro Tem Foy asked that the document be emailed to staff so that it can be shared with Council.

Mayor Pro Tem Foy made a **Motion** that in the General Fund, reduce Account # 40350 \$40,000 to \$30,700 and to remove \$9,300 from undesignated funds and strike \$7,100 for survey that was duplicated. Councilman Jones seconded motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

### **Water Enterprise Fund**

Council had no concerns with the proposed budget.

Mayor Pro Tem Foy made a **Motion** that the Finance/Budget Officer propose this draft water enterprise fund budget as presented at the next budget meeting. Councilman Landreth seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

### **5. Discussion and possible vote on Town Hall meeting room usage.**

Councilman Landreth stated that we called this meeting for Thursday and found we had a conflict with the use of this room. Council discussed reserving the room for Thursdays throughout the year for use by the Council.

Councilman Jones made a **Motion** to reserve the Council Chambers each Thursday at 6 pm to conduct Town business, Council meetings, Planning Board meeting, etc. Councilman Rigsbee seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

Councilman Jones then made a **Motion** for the non-profits, that are not paying for the use of the room, that we add verbiage to the Town's Facility Use Agreement, that the Town reserves the right to cancel



their reservation of the room with a 48-hour notice for conducting town business. Mayor Pro Tem Foy seconded the motion.

Mayor Pro Tem asked that we always be considerate as these organizations must plan ahead and often use management companies that have to carve time out to meet with these groups. Although he realizes that town business should take place. Councilman Jones suggested they pay a fee which would help the Town's budget and that that might warrant removing this clause from the agreement.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

**6. Citizen Comments from the Floor (3-Minute Limit per Speaker).**

None presented.

**7. Council Comments.**

Councilman Rigsbee thanked everyone for being here.

Mayor Pro Tem Foy congratulated Stokesdale Parks and Recreation group for creating their bylaws and on the grant to improve the ballfields for generations to use. He reminded everyone of the Special Called meeting for next Wednesday June 21, 2023, to continue the public hearing on the budget and for the adoption of the budget.

Mayor Pro Tem Foy asked for the following agenda items: \$50,000 grant to Stokesdale Parks and Recreation for lights and poles, a 3% cost of living adjustment for staff in this budget.

Mayor Pro Tem Foy thanked everyone for coming out also.

Councilman Landreth is happy with budget, thanks to Parks and Recreation, and thanks to Tee Stephenson for being here.

Councilman Jones also thanked everyone for being here and Parks and Recreation for understanding the need to protect the Town's money and for the bylaws.

**8. Adjournment.**

Councilman Landreth made a **Motion** to adjourn the meeting at 8:02 pm. Councilman Jones seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

Approved: \_\_\_\_\_

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

ATTEST:

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



**MINUTES**  
**TOWN OF STOKESDALE**  
**SPECIAL CALLED**  
**TOWN COUNCIL MEETING**  
**8325 ANGEL-PARDUE ROAD**  
**STOKESDALE, NC 27357**  
**JUNE 21, 2023 AT 7:00 PM**

Member's present were: Mayor Pro-Tem Derek Foy; Council Members: Jimmy Landreth, Tim Jones, and Jim Rigsbee; Town Attorney Charles H. Winfree; Finance and Budget Officer Kimberly Thacker and Deputy Town Clerk Robbie Lee Wagoner II. (Absent: Mayor Michel E. Crawford and Town Clerk Dale F. Martin)

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

Mayor Pro Tem Derek Foy called the meeting to order and led the Pledge of Allegiance. Councilman Tim Jones delivered the invocation.

**2. Review and Adopt the Agenda.**

Councilman Jimmy Landreth made a **Motion** to adopt the agenda as presented. Councilman Jim Rigsbee seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

**3. Citizen Comments from the Floor (3-Minute Limit per Speaker).**

None present.

**PUBLIC HEARINGS:**

**4. Continued from June 8, 2023: Public Hearing on Proposed Budget for Fiscal Year 2023 – 2024.**

Mayor Pro Tem Foy opened the public hearing at 7:04pm

No comments presented.

Mayor Pro Tem Foy made a **Motion** to close the public hearing. Councilman Rigsbee seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

**NEW BUSINESS:**

**5. Consideration and Approval of Operating Budget Ordinance for Fiscal Year 2023 – 2024.**

Mayor Pro Tem Foy thanked Council and Staff for their input and believed the Town was in a good place in regard to the proposed budget.

Councilman Jones presented his reservations with the proposed budget due to inclusion of “free” money, grant money. This “free” money has caused the Town to spend more money than usual and concerned that next year we won’t be able to back up.

Mayor Pro Tem Foy then compared last year’s revenue budget \$452,000 with this proposed year’s revenue budget \$459,000 and believed there to be no “fluff” included in the budget. He acknowledged inflation that is affecting everyone. He addressed that “free money” and their responsibility to make sure it is spent wisely to impact the Town as much as possible and to minimize any recurring expenses.

Councilman Rigsbee agreed with the other comments and added that the Town has been fortunate to have these additional funds and that the Council has made good use of that money for the citizens. He noted that without this grant money, the Town has been consistent with the budget, staff improvements has run the budget up but benefits the Town.

Councilman Landreth also complimented work on the budget. This has been without a property tax for over 30 years. He noted that we have done what we said. He is happy with the park improvements built with grant money. Everything has been done in open meetings and we’ve done a good job.

Councilman Jones commented on the Town’s reserves and asked about the Town’s investment earnings. Mrs. Thacker noted that current return rates are between 2.71 and 3.69% and that any CDRS up for renewal are being renewed for 12 months. She added that she was very conservative on the estimate used in the budget.

Mayor Pro Tem Foy made a **Motion** to adopt the General Fund operating budget for FY 23-24 as presented by the Finance Officer Kim Thacker. Councilman Landreth seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

Mayor Pro Tem Foy made a **Motion** to adopt the Water Enterprise budget for FY 23-24 as presented by the Finance Officer Kim Thacker. Councilman Landreth seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

**6. Consideration of a request by Stokesdale Parks and Recreation for \$50,000 Grant for lighting at the baseball fields.**

Mayor Pro Tem Foy spoke on the importance of the baseball field for our citizens and the need to improve the lighting that has been discussed at previous meetings. He spoke of the grant money the Town has received and that the money is to be spent for a public purpose which this request falls within. He presented statistics on the number of kids that use these fields, the fund-raising efforts by the organization and his desire to support this community organization. He noted the much higher cost to the Town if the Town were to operate these fields and commended Stokesdale Parks and Recreation for the excellent service they provide to the Town.

Councilman Landreth also commended the Stokesdale Parks and Recreation and spoke on the importance of the baseball field for this community. This is grant money being spent here and not Town funds.

Mayor Pro Tem Foy made a **Motion** that the Town of Stokesdale participate in a fundraising campaign by the Stokesdale Parks and Recreation, a 501 3C organization, located within the Town of Stokesdale by matching \$2 for every \$1 raised by Stokesdale Parks and Recreation specific to this fundraising initiative up to \$50,000 from the Town. That the Town of Stokesdale money be used only for lighting or light poles at the Community Park for baseball and softball games. That Stokesdale Parks and Recreation fundraising initiative conclude by June 1<sup>st</sup>, 2024 to align with the Town's fiscal year budget and that Stokesdale Parks and Recreation provide evidence that funds raised during this time period are specific to this purpose and disbursement of the grant is contingent upon Stokesdale Parks and Recreation recording the organization's new bylaws and presented to Stokesdale Town Council on June 14, 2023. Councilman Landreth seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

**7. Consideration of a 3% Cost of Living increase for Town Staff.**

Mayor Pro Tem Foy and Mrs. Thacker confirmed that the budget allowed for this increase and that it was included in the proposed budget.

Mayor Pro Tem Foy made a **Motion** to give all staff members a 3% raise effective July 1, 2023, excluding any staff member who has received a promotion in the last 3 months. Councilman Rigsbee seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

**8. Citizen Comments from the Floor (3-Minute Limit per Speaker).**

None present.

**9. Council Comments.**

Mayor Pro Tem Foy thanked everyone for coming out to the meeting. He thanked staff for preparing this budget.

Councilman Rigsbee also thanked everyone for coming out. He asked everyone to pray for the folks in the submarine.

Councilman Landreth thanked everyone also. He thanked Stokesdale Parks and Recreation for their efforts and thanked staff for their work on the budget. He is happy to live in a town without a property tax.

Councilman Jones thanked the three citizens at meeting this evening. He hopes the Town will get its share of sales tax distribution back from the county. He remains opposed to charging a property tax. He expressed gratitude to Stokesdale Parks and Recreation Board.

**10. Adjournment.**

Councilman Jones made a **Motion** to adjourn at 8:05pm. Councilman Landreth seconded the motion.

<b>Mayor Crawford</b>	<b>Absent</b>	<b>Mayor Pro Tem Foy</b>	<b>Aye</b>
<b>Councilman Landreth</b>	<b>Aye</b>	<b>Councilman Jones</b>	<b>Aye</b>
<b>Councilman Rigsbee</b>	<b>Aye</b>		

**Motion carried, vote 4-0.**

Being no further business to come before Council, the meeting adjourned at 8:05pm.

Approved: \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Robbie Lee Wagoner, II, Town Clerk





**MINUTES**  
**TOWN OF STOKESDALE**  
**REGULAR TOWN COUNCIL MEETING**  
**8325 ANGEL-PARDUE ROAD**  
**STOKESDALE, NC 27357**  
**DECEMBER 14, 2023 AT 7:00 PM**

In attendance: Mayor Michael E. Crawford; Mayor Pro Tem Derek Foy; Councilman Jim Rigsbee; Councilman Jimmy Landreth; Town Attorney Charles H. Winfree; Town Finance/Budget Officer Kimberly Thacker; Town Clerk Robbie Lee Wagoner II and Deputy Town Clerk Mason P. Winfree.

(Councilman Jimmy Landreth arrived at 7:37 PM).

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

Mayor Crawford called the meeting to order at 7:02 PM.

Mayor Crawford led the Pledge of Allegiance.

Councilman Rigsbee delivered the opening invocation.

Mayor Crawford offered congratulations to the three incumbent council members on their re-election, as well as commended Mayor Pro Tem Foy and Tee Stephenson for their work on the 2023 Stokesdale Christmas Parade.

**02. Review and Adopt the Agenda: December 14, 2023**

Mayor Pro Tem Foy requested an **Amendment** to move agenda item number 7 to directly after the adoption of the agenda as agenda item number 2a to allow Mrs. Randolph present the financial audit as a courtesy for her long commute.

Mayor Pro Tem Foy requested an **Amendment** to swap agenda items number 19 and number 20 due to agenda item number 21 relating to agenda item number 19.

Mayor Pro Tem Foy requested an **Amendment** to discuss possible revisions to the Town's ordinances regarding unauthorized use of town fire hydrants as agenda item number 21a.

Mayor Pro Tem Foy made a **Motion** to adopt the agenda as amended.

Mayor Crawford **seconded** the motion.

<b>Mayor Crawford</b>	YES	<b>Mayor Pro Tem Foy</b>	YES
<b>Councilman Landreth</b>	ABSENT	<b>Councilman Rigsbee</b>	YES
<b>Councilman Jones</b>	ABSENT		

**Motion carried (4-0).**

**02a. Presentation of Town of Stokesdale Financial Audit for Fiscal Year 2022-2023 by C. Randolph CPA, PLLC.**

Cindy Randolph, CPA, presented the Town's Financial Audit for the Fiscal Year 2022-2023. Ms. Randolph reported that the audit had been submitted to and approved by the Local Government Commission. The audit performed was a regular governmental audit. Ms. Randolph highlighted the success of the audit and commended Finance Officer Thacker along with the Town Staff and the Council for having a good audit year.

Ms. Randolph recommended that the Council remain involved in financial affairs due to the lack of segregation of duties due to the Town of Stokesdale having a small staff.

Ms. Randolph stated she will check with the Local Government Commission to see if Mrs. Thacker must be one of the signatures to sign off on invoices after the recommendation by Mayor Pro Tem Foy that Town Clerk Wagoner along with another Council member sign off on invoices prepared by Mrs. Thacker.

Mayor Pro Tem Foy commended Ms. Randolph for her work on the audit.

**03. Review and Adopt the following minutes:**

- a) **April 13, 2023 – Regular Town Council Meeting**
- b) **April 13, 2023 – Closed Session Meeting**
- c) **April 20, 2023 – Special Called Town Council Meeting**
- d) **April 20, 2023 – Closed Session Meeting**
- e) **May 04, 2023 – Special Called Town Council Meeting**
- f) **November 09, 2023 – Regular Town Council Meeting**

Mayor Crawford made a **Motion** to adopt the following minutes: April 13, 2023, Regular Town Council Meeting; April 13, 2023, Closed Session Meeting; April 20, 2023 Special Called Town Council Meeting; April 20, 2023, Closed Session Meeting; May 04,

2023, Special Called Town Council Meeting (Budget Workshop); and November 09, 2023, Regular Town Council Meeting.

Mayor Pro Tem Foy seconded the motion.

Mayor Crawford	YES	Mayor Pro Tem Foy	YES
Councilman Landreth	ABSENT	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

**Motion carried (4-0).**

**04. Public Safety Reports:**

**a) Stokesdale Fire Department**

Stokesdale Fire Chief Todd Gauldin presented the Stokesdale Fire Department report.

**b) Guilford County Sheriff's Office**

Town Clerk Wagoner read the report provided by the Guilford County Sheriff's Office.

**05. Administrative Reports**

**a) Administrative Report: Town Clerk Wagoner Robbie Lee Wagoner II**

Town Clerk Wagoner presented the administrative report.

**b) Planning Board: Deputy Town Clerk Mason P. Winfree**

Deputy Town Clerk Mason P. Winfree presented the planning board report.

**c) Property Committee: Committee Chairman Tee Stephenson**

No Property Committee report was presented.

**d) Town Park Improvement Committee: Committee Chairman Tee Stephenson**

Committee Chairman Tee Stephenson presented the Town Park Improvement Committee report.

**06. Financial Reports: Town Finance Officer/Budget Officer Kimberly Thacker**

**a) Financial Report: Town of Stokesdale General Fund**

Town Finance/Budget Officer Thacker presented the financial report for the Town's General Fund.

**b) Financial Report: Town of Stokesdale Water Enterprise Fund**

Town Finance/Budget Officer Thacker presented the financial report for the Town's Water Enterprise Fund.

**07. Presentation of Town of Stokesdale Financial Audit for Fiscal Year 2022-2023 by C. Randolph, CPA, PLLC.**

See agenda item number 2a.

**08. Acceptance of Official Results for the Town of Stokesdale Municipal Election held on November 07, 2023.**

Guilford County, NC - OFFICIAL							
Municipal General - 11/07/2023							
0019_STOKESDALE COUNCIL STOKESDALE							
	Derek Foy	Jimmy Landreth	Mark Nadel	Jim Rigsbee	Write - In	Over Votes	Under Votes
PG1							
PG2							
STOK	384	380	135	380	7	0	91
Onestop	25	26	7	27	3	0	5
Absentee	0	0	1	0	0	0	2
Provisional	0	0	0	0	0	0	0
Totals	409	406	143	407	10	0	98

Mayor Crawford made a **Motion** to accept the official results for the Town of Stokesdale Municipal Election held on November 07, 2023.

Mayor Pro Tem Foy **seconded** the motion.

Mayor Crawford	YES	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

**Motion carried (4-0).**

**09. Citizen's comments from the floor (3-minute limit per speaker)**

Citizen Name: Bill Goebel

- Address: 1402 Westridge Road, Greensboro, North Carolina 27410
- Comment: Congratulated the three incumbent council members on their re-election. Wished everyone a Merry Christmas and commended the Town for the 2023 Christmas parade.

Citizen Name: Bobbi Dalton

- Address: 8634 Oak Level Church Road, Stokesdale, North Carolina 27357
- Comment: Congratulated the three incumbent council members on their re-election. Expressed her concern about the Duke Energy power plant going nuclear in 2035. Asked the Council to investigate the safety protocols concerning Duke Energy going nuclear.

**10. Oaths of Office administered by Town Clerk Robbie Lee Wagoner II for newly elected officials: Councilman-Elect Derek Foy, Councilman-Elect Jimmy Landreth and Councilman-Elect Jim Rigsbee.**

I, **DEREK FOY**, do solemnly swear [or affirm] that I will support the Constitution and Laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as **TOWN COUNCIL MEMBER** for the Town of Stokesdale, North Carolina, so help me God [as my solemn affirmation].

I, **JIMMY LANDRETH**, do solemnly swear [or affirm] that I will support the Constitution and Laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as **TOWN COUNCIL MEMBER** for the Town of Stokesdale, North Carolina, so help me God [as my solemn affirmation].

I, **JIM RIGSBEE**, do solemnly swear [or affirm] that I will support the Constitution and Laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as **TOWN COUNCIL MEMBER** for the Town of Stokesdale, North Carolina, so help me God [as my solemn affirmation].

Newly elected officials Councilman-Elect Derek Foy, Councilman-Elect Jimmy Landreth, and Councilman-Elect Jim Rigsbee were sworn into office by Town Clerk Wagoner.

**11. Election of the Mayor Pro Tempore by the Stokesdale Town Council.**

Mayor Crawford made a **Motion** that the current council members who were newly re-elected maintain the same positions that they have had, including Derek Foy as Mayor Pro Tempore.

Councilman Rigsbee **seconded** the motion.

Mayor Crawford	YES	Councilman Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

**Motion carried (4-0).**

**a) Oath of Office administered by Town Clerk Wagoner for newly elected Mayor Pro Tempore.**

I, **DEREK FOY**, do solemnly swear [or affirm] that I will support the Constitution and Laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as **MAYOR PRO TEMPORE** for the Town of Stokesdale, North Carolina, so help me God [as my solemn affirmation].

Newly elected Mayor Pro Tempore Derek Foy was sworn into office by Town Clerk Wagoner.

**NEW BUSINESS:**

**12. Consideration of 2024 Town of Stokesdale Holiday Closing Schedule.**

Mayor Pro Tem Foy made a **Motion** to adopt the 2024 Town of Stokesdale Holiday Schedule.

Mayor Crawford **seconded** the motion.



Mayor Crawford	YES	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

Motion carried (4-0).

**13. Consideration of 2024 Town of Stokesdale Town Council Regular Meeting Schedule.**

Mayor Crawford made a **Motion** to approve the 2024 Town of Stokesdale Town Council Regular Meeting Schedule.

Councilman Landreth **seconded** the motion.

Mayor Crawford	YES	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

Motion carried (4-0).

**14. Consideration of the 2024 Town of Stokesdale Town Board of Adjustment Regular Meeting Schedule.**

Mayor Crawford made a **Motion** to adopt the 2024 Town of Stokesdale Town Board of Adjustment Regular Meeting Schedule.

Councilman Landreth **seconded** the motion.

Mayor Crawford	YES	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

Motion carried (4-0).

**15. Consideration of Appointment of 3 members to the Town of Stokesdale Planning Board.**

Mayor Crawford made a **Motion** to extend the service of the current Planning Board members Stephen Louie, Randy Braswell, and Chris Sumner.

Councilman Rigsbee **seconded** the motion with discussion on whether the three current Planning Board members wished to continue in their roles.

Councilman Landreth requested that the three members be discussed individually.

Mayor Crawford withdrew his motion.

Councilman Landreth made Nomination to appoint Stephen Louie to continue as a member of the Town of Stokesdale Planning Board.

Mayor Pro Tem Foy seconded the nomination.

Mayor Crawford	YES	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

**Motion carried (4-0).**

Mayor Crawford made a Nomination to appoint Tee Stephenson as a member of the Town of Stokesdale Planning Board.

Mayor Pro Tem Foy seconded the nomination.

Mayor Crawford	YES	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

**Motion carried (4-0).**

Councilman Landreth made a Nomination to appoint Chris Sumner to continue as a member of the Town of Stokesdale Planning Board.

Mayor Pro Tem Foy seconded the nomination.

Mayor Crawford	YES	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

**Motion carried (4-0).**

**16. Consideration of Proposal to replace the Town Finance/Budget Officer's Desktop Computer at Town Hall.**

Councilman Landreth made a Motion to purchase a desktop computer for Town Finance/Budget Officer Thacker for \$1,696.91 through Total Computer Solutions (TCS), thus approving quote number TCSQ5144, dated November 22, 2023.

Mayor Pro Tem Foy **seconded** the motion.

Mayor Crawford	YES	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

**Motion carried (4-0).**

Councilman Rigsbee requested that if a monitor is included in the quote that it be removed and purchased elsewhere.

**17. Consideration of Proposal for Online Recreation Reservation Software.**

Mayor Pro Tem Foy requested to continue this agenda item to the next regular Town Council meeting in order to observe a demonstration of the proposed software before any decision is made. No formal motion was made.

**18. Discussion of payment method for Lump Sum Reserve Capacity Fee to the Winston-Salem/Forsyth County Utility Commission.**

Mayor Pro Tem Foy requested that agenda item numbers 18, 20, and 21 be combined.

- a. Item 20: Consideration of Budget Ordinance Amendment No. 1 (Ordinance No. O-2023-07). (Formally item number 19)
- b. Item 21: Consideration of Resolution No. R-2023-12 (A Resolution Creating a Capital Reserve Fund for the Water Enterprise Fund).

Mayor Pro Tem Foy made a **Motion** to adopt Budget Ordinance Amendment No. 1 to transfer \$128,000.00 from the capital reserve fund to the water enterprise fund; to adopt Resolution R2023-12 to create the water system reserve fund for the water enterprise fund and to authorize Town Finance/Budget Officer Thacker to make that disbursement from the water enterprise fund to the Winston-Salem Forsyth County Utility Commission in the amount of \$128,000.00 no later than January 25, 2024.

Mayor Crawford **seconded** the motion.

Mayor Crawford	YES	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

**Motion carried (4-0).**

**19. Consideration of Budget Ordinance Amendment No. 2 (Ordinance No. O-2023-08) (Formally Agenda Item Number 20)**

Mayor Pro Tem Foy made a **Motion** to adopt Budget Ordinance Amendment No. 2 (Ordinance No. O-2023-08), thus increasing the revenue from \$50,000.00 using reserved funds from the Small-Town Development Grant and increasing the expenses in the general fund by \$50,000.00 for park investment (line item #10100).

Mayor Crawford **seconded** the motion.

<b>Mayor Crawford</b>	YES	<b>Mayor Pro Tem Foy</b>	YES
<b>Councilman Landreth</b>	YES	<b>Councilman Rigsbee</b>	YES
<b>Councilman Jones</b>	ABSENT		

**Motion carried (4-0).**

- 20. Consideration of Budget Ordinance Amendment No. 1 (Ordinance No. O-2023-07) as written. (Formally Agenda Item Number 19)**

See agenda item number 18.

- 21. Consideration of Resolution No. R-2023-12 (A Resolution Creating a Capital Reserve Fund for the Water Enterprise Fund).**

See agenda item number 18.

- 21a. Discuss possible revisions to town ordinances regarding unauthorized use of town fire hydrants.**

At a previous meeting, Councilman Landreth introduced the issue concerning people stealing water from fire hydrants and asked Town Attorney Winfree to look into ordinances pertaining to the situation.

Attorney Winfree made a point that the ordinance should be updated because in 2021 there were legislative changes where the legislature decided that people were over criminalizing the violation of the town ordinances, so they have limited the criminal law to enforce such ordinances. Attorney Winfree suggested that the Council revisit those ordinances. Attorney Winfree also explained that there is a statute in the criminal law, stating that if someone has an unauthorized connection to a municipal water system, then that municipality could collect three times the damages or \$5,000.00, whichever is greater. Attorney Winfree recommended that the Council adopt a new ordinance that incorporates the aforementioned statute, in order to have the authority to enforce it. Attorney Winfree proposed the idea of drafting a new ordinance, based on the Town's current ordinance, that would incorporate as much recovery as possible against any person who is caught stealing water from the municipal water system.

**22. Citizen's Comments from the Floor (3-Minute Limit per Speaker)**

No citizen's comments from the floor.

**23. Closed Session in accordance with § 143-318.11 (Closed Sessions).**

**(a) Permitted Purposes.** It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required.

**(6)** To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge, or removal shall be taken in an open meeting.

Mayor Crawford made a **Motion** to enter into closed session in accordance with North Carolina General Statute 143-318.11 (a)(6).

Councilman Landreth **seconded** the motion.

Mayor Crawford	YES	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

**Motion carried (4-0).**

The Council entered closed session at 8:43 PM.

Mayor Crawford made a **Motion** to enter back into open session.

Councilman Landreth **seconded** the motion.

<b>Mayor Crawford</b>	YES	<b>Mayor Pro Tem Foy</b>	YES
<b>Councilman Landreth</b>	YES	<b>Councilman Rigsbee</b>	YES
<b>Councilman Jones</b>	ABSENT		

**Motion carried (4-0).**

The Council entered back into open session at 8:57 PM.

Mayor Pro Tem Foy made a **Motion** to amend Attorney Chuck Winfree's contract by increasing his hourly fee by five percent (5%) from \$200.00 per hour to \$210.00 per hour effective January 01, 2024.

Mayor Crawford **seconded** the motion.

<b>Mayor Crawford</b>	YES	<b>Mayor Pro Tem Foy</b>	YES
<b>Councilman Landreth</b>	YES	<b>Councilman Rigsbee</b>	YES
<b>Councilman Jones</b>	ABSENT		

**Motion carried (4-0).**

#### **24. Council Comments.**

**Mayor Crawford:** Thanked his fellow councilmen and congratulated them on their re-election. Commended the Town for the Christmas parade and wished everyone in attendance a Merry Christmas.

**Mayor Pro Tem Foy:** Wished everyone in attendance a Merry Christmas and Happy Holidays. Thanked everyone for being in attendance. Thanked Tee Stephenson, Mason P. Winfee, Robbie Lee Wagoner II, Priscilla Hunsucker, Deanna Reagan, and Rachel Foy for their work on the Christmas parade, as well as sponsors and participants.

**Councilman Landreth:** Commended the Christmas parade. Thanked everyone in attendance and thanked the voters who participated in the municipal election. Thanked his fellow councilmen for supporting him during the election.

**Councilman Rigsbee:** Thanked everyone for attending the meeting and thanked those that supported the councilmembers in the election.



**ANNOUNCEMENTS:**

**25. Council Announcements:**

- a) The Stokesdale Town Hall Building will be closed Monday, December 25, 2023, through Wednesday, December 27, 2023, in observance of the Christmas Holiday.
- b) The next regular Town of Stokesdale Town Planning Board meeting scheduled for Thursday, December 28, 2023, at 7:00 PM inside Town Hall Council Chambers, has been cancelled.
- c) The Town of Stokesdale Town Council will hold their next regular meeting on Thursday, January 11, 2024, at 7:00 PM inside the Town Hall Council Chambers.

**ADJOURNMENT**

**26. Adjournment of Meeting.**

Councilman Landreth made a Motion to adjourn at 9:03 PM.

Mayor Pro Tem Foy seconded the motion.

Mayor Crawford	YES	Mayor Pro Tem Foy	YES
Councilman Landreth	YES	Councilman Rigsbee	YES
Councilman Jones	ABSENT		

**Motion carried (4-0).**

Being no further business to come before the Town Council, the meeting was adjourned at 9:03 PM.

Approved: \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Robbie Lee Wagoner II, Town Clerk

## Robbie Lee Wagoner II

**From:** Ryan Seals <rseals@guilfordcountync.gov>  
**Sent:** Tuesday, January 2, 2024 2:39 PM  
**To:** Robbie Lee Wagoner II  
**Subject:** December 2023 Stokesdale Crime Stats

For the month of December, the Sheriff's Office responded to a total of **181** calls for service in Stokesdale town limits, resulting in **15** formal case reports.

### Of note:

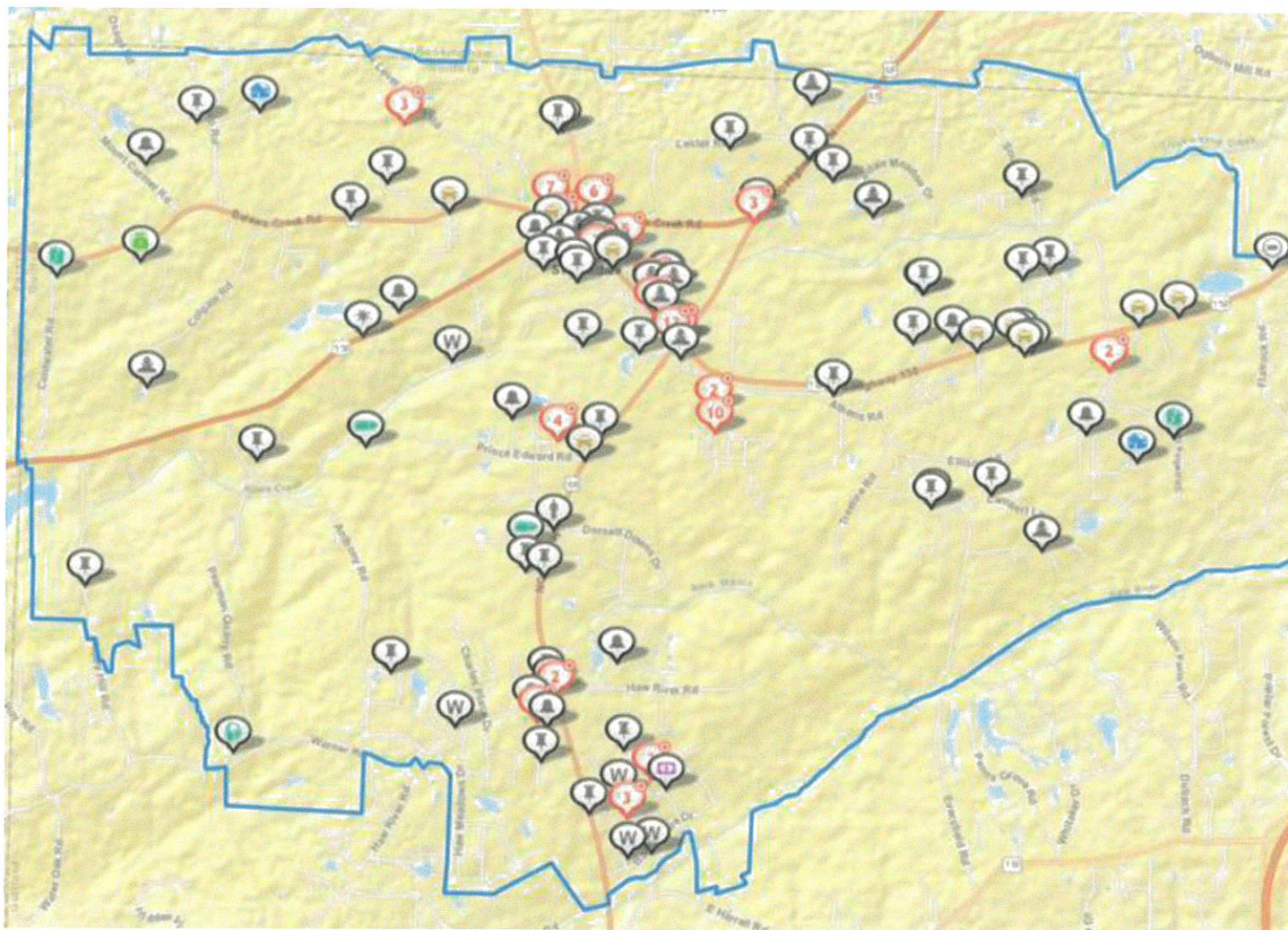
- On 12/7, deputies responded to an aggravated assault that occurred after hours in the parking lot of the Petro 158. The case remains under investigation.
- On 12/30, deputies took a report of a residential breaking and entering in the 8800-block of Hutchens Road, same remains under investigation.
- Deputies with our DWI Task Force made two DWI-related arrests during traffic enforcement in the town.

### Calls by type:

- *This is type of call upon initial dispatch, call nature often was changed after further investigation upon deputy arrival.*
- *Numbers denoted on the map indicate multiple calls for service at the same location.*

 BURGLARY - RESIDENTIAL	2	 SEX CRIME	1
 DISTURBANCE	2	 NOISE VIOLATION	1
 ALARM	34	 ACCIDENT	1
 DOMESTIC	3	 OTHER	79
 WEAPONS OFFENSE	2	 SUSPICIOUS	16
 WARRANT	7	 THEFT	1
 FRAUD	2	 TRESPASSING	2
 MISSING PERSON	1	 TRAFFIC	27





**Sergeant Ryan Seals**  
**District I**  
**Guilford County Sheriff's Office**

7504 Summerfield Road, Summerfield, NC 27358  
336-641-2303 | m: 336-382-8877  
rseals@guilfordcountync.gov | www.guilfordcountysheriff.com



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# TOWN OF STOKESDALE MEMORANDUM



**TO:** Stokesdale Town Council

**FROM:** Robbie Lee Wagoner II, Town Clerk

**DATE:** Tuesday, January 09, 2024

**RE:** Health Insurance Coverage Renewal for Full-Time Town Employees

---

Dear Stokesdale Town Council,

The current health insurance policy for the Town's full-time employees became effective on February 01, 2023, meaning that it will need to be renewed by February 01, 2024.

On January 02, 2024, I contacted the Town's current health insurance administrator, Salem Benefits, to obtain the new health insurance premium rates for the 2024 year.

According to Monica Jones, Vice President of Salem Benefits, if the Town were to renew the same Blue Cross and Blue Shield health insurance policy that it currently has for its two full-time employees, the total health insurance premium that would be billed to the Town would be **\$732.51** per month.

This new health insurance premium has decreased from the former amount of \$1,392.23 per month.

Monica Jones also confirmed that the administrative fee charged by Salem Benefits will remain **\$200.00** per month.

Based on the minutes from the January 23, 2023, special called Town Council meeting, the approved motion regarding the payment of the health insurance premiums for 2023 was very specific to the proposed cost of the health insurance premiums for that year only. Therefore, the Town Council may want to decide on how they would like to proceed with the payment of these health insurance premiums moving forward.

One possible solution would be for the Town Council to agree upon a set percentage of the health insurance premium that would be paid by the Town, and a set percentage of the health insurance premium that would be paid by the full-time employees.

On January 03, 2023, I briefly discussed this matter with the Town's Finance/Budget Officer, Kimberly Thacker, and the Town's Mayor Pro Tem, Derek Foy, via email. For each of your conveniences, I have included Kimberly's response to the matter below:

At this time, the Town is paying roughly 80% of the health insurance premium. I would recommend to Council to keep it at this rate but set a specific rate vs an amount per employee. It would keep things simplified. Please see below the numbers for the amount it will cost the town at 80% and 90% for both employee/employer.

Premium per month -\$732.51 is \$8,790.12 annually.

(These calculations are on a percentage of the total monthly premium) NOT per employee - BUT the employee percentage is split between number of employees.

TOS - @90% = \$7,911.11 (Annual) divided by 26 = \$304.27

TOS - @80% = \$7,032.10 (Annual) divided by 26 = \$270.47

Employee(s) 2

Robbie - @ 10% = \$439.51 (Annual) divided by 26 = \$16.91

Robbie - @ 20% = \$879.01 (Annual) divided by 26 = \$33.81

Mason - @ 10% = \$439.51 (Annual) divided by 26 = \$16.91

Mason - @ 20% = \$879.01 (Annual) divided by 26 = \$33.81

This is my recommendation.

Once you all have had the opportunity to review and discuss the aforementioned information, I would greatly appreciate it if you all could communicate your final decision to me. I am prepared to promptly relay the Town Council's final decision to Salem Benefits. Additionally, if there are any further details or clarifications that you all may require, please do not hesitate to reach out at any time.

Respectfully submitted,



Robbie Lee Wagoner II, Town Clerk

Tuesday, January 09, 2024

Date

# TOWN OF STOKESDALE MEMORANDUM



**TO:** Stokesdale Town Council

**FROM:** Robbie Lee Wagoner II, Town Clerk

**DATE:** Tuesday, January 09, 2024

**RE:** Installation of Light Poles near the Basketball and Pickleball Courts

---

Dear Stokesdale Town Council,

On December 28, 2023, I met with Ethan Haynes, Contract Designer 3/Lighting Designer for Duke Energy, to discuss the installation of light poles near the newly constructed basketball and pickleball courts.

During this meeting, Ethan recommended the installation of two (2) light poles on the south side of the courts. More specifically, one (1) light pole on the west corner and one (1) light pole on the east corner.

Ethan also recommended that both light poles be installed in the grassy area between the paved roadway and the paved walking trail. This location would only require boring under one (1) paved surface (the paved roadway) rather than two (2) paved surfaces (the paved roadway and the paved walking trail).

Ethan explained that the most practical option for supplying power to these light poles would be to run an underground electrical line from the pad-mounted transformer (located near the concession stand at the Town Park) directly to the poles.

Ethan explained that the total cost for boring under paved roadway would be one thousand three hundred sixty dollars and ninety-two cents (\$1,360.92). Ethan confirmed that this would be a one (1) time cost.

Based on Ethan's measurements, the total distance of underground electrical line from the pad-mounted transformer (located near the concession stand at the Town Park) directly to the two (2) light poles would be two hundred and fifty (250) feet. According to Ethan, Duke Energy will provide free underground electrical lines up to one hundred and fifty (150) feet. The cost for the additional one hundred (100) feet of underground

electrical lines will cost seven cents (\$0.07) for every ten (10) feet. Therefore, the Town would be required to pay seventy cents (\$0.70) per month for the additional one hundred (100) feet of underground electrical lines.

Ethan also recommended the installation of one (1) LED light on top of each pole. Each light would be angled towards the basketball and pickleball courts for optimal coverage.

Ethan explained that the Town has two (2) options for lighting. The first option is 130-Watt LED lights. The cost for this option would be \$34.84 per light, per month. The second option is 260-Watt LED lights. The cost for this option would be \$62.48 per light, per month.

For each of your conveniences, I have prepared the following table and attached a sketch that displays the general locations of the underground electrical line and the two (2) light poles.

Options (Based On Light Wattage)	Option 1 (130 Watt)	Option 2 (260 Watt)
One-Time Boring Cost	\$ 1,360.92	\$ 1,360.92
Monthly Cost For Extra 100ft Of Lines	\$ 0.70	\$ 0.70
Monthly Cost For 2 Lights (1 Per Pole)	\$ 69.68	\$ 124.96
Annual Cost For First Year	\$ 2,205.48	\$ 2,868.84
Annual Cost For Second Year (Estimate)	\$ 844.56	\$ 1,507.92

Once you all have had the opportunity to review and discuss the aforementioned information, I would greatly appreciate it if you all could communicate your final decision to me. I am prepared to promptly relay the Town Council's final decision to Ethan and initiate the necessary steps to proceed with this project, should the Town Council decide to proceed. Additionally, if there are any further details or clarifications that you all may require, please do not hesitate to reach out at any time.

Respectfully submitted,

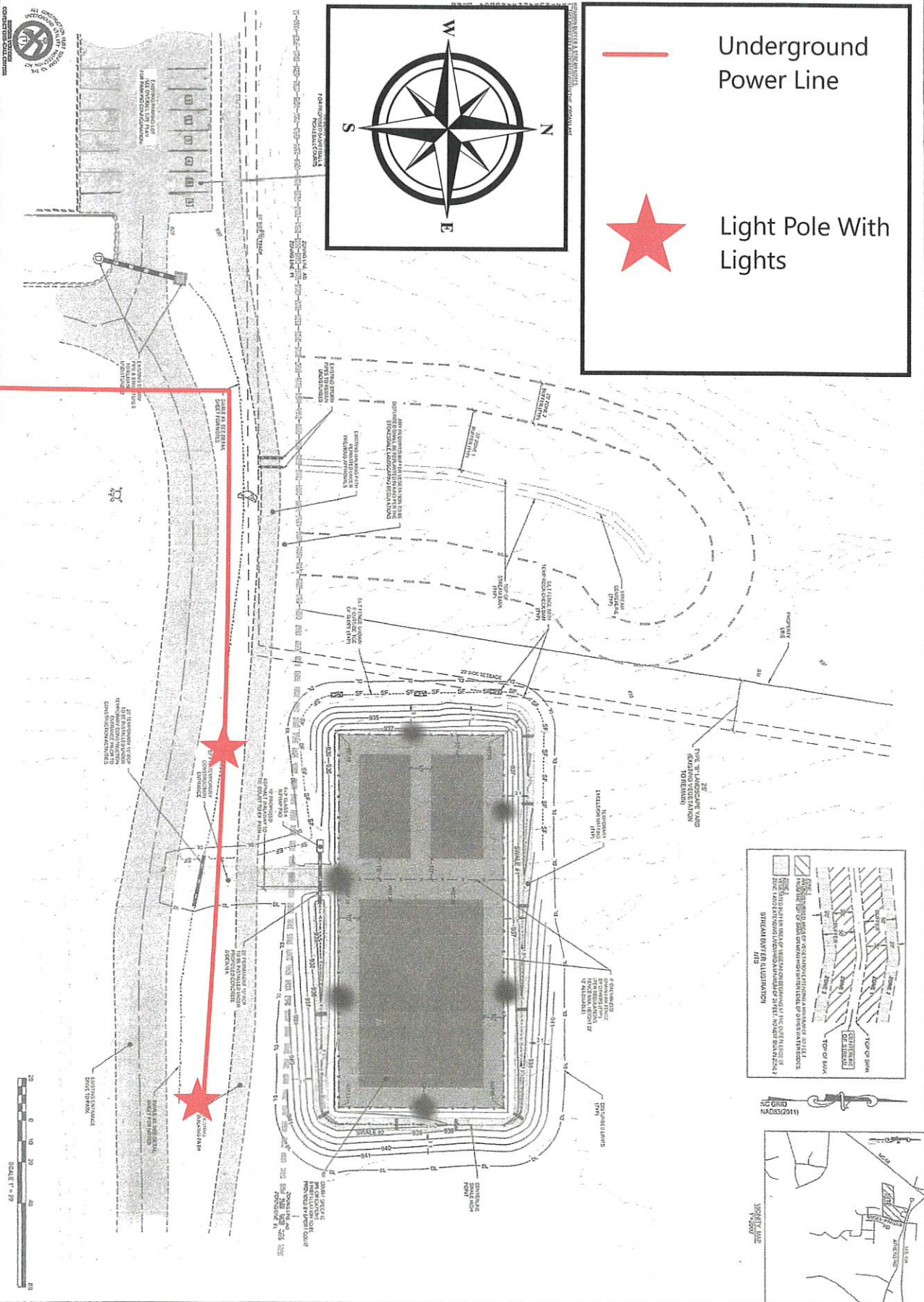


Robbie Lee Wagoner II, Town Clerk

Tuesday, January 09, 2024

Date





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06-31-2023		CARLTON COUNTY COMMENTS	
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### STOKESDALE RECREATION CENTER

#### SITE, GRADING & EROSION CONTROL PLAN

PROJECT LOCATION: STOKESDALE RECREATION CENTER  
COUNTY: COLUMBIA COUNTY  
STATE: NORTH CAROLINA

CLIENT: COLUMBIA COUNTY  
DESIGNED BY: DAVID M. BELL  
CHECKED BY: DAVID M. BELL  
DATE: 06-30-2023  
PROJECT NO.: 2023-001

Civil Engineers and Land Surveyors  
8518 Triad Drive, Coftax, NC 27235  
www.fei-engineers.com  
(336) 852-9797  
License No. C-0950



# TOWN OF STOKESDALE MEMORANDUM



**TO:** Stokesdale Town Council

**FROM:** Robbie Lee Wagoner II, Town Clerk

**DATE:** Tuesday, January 09, 2024

**RE:** Upgrading Lights on Preexisting Light Poles at Town Park

---

Dear Stokesdale Town Council,

On December 28, 2023, I met with Ethan Haynes, Contract Designer 3/Lighting Designer for Duke Energy, to discuss upgrading the lights on the preexisting light poles at the Town Park from the older sodium vapor lights to the more energy-efficient LED lights.

There are currently three (3) light poles at the Town Park with a total of nine (9) lights. There is one (1) light pole with four (4) lights located in the center of the parking lot. There is one (1) light pole with three (3) lights located near the concession stand. And there is one (1) light pole with two (2) lights located near the sand volleyball court.

Ethan explained that the Town has two (2) options for lighting. The first option is 130-Watt LED lights. The cost for this option would be \$34.84 per light, per month. The second option is 260-Watt LED lights. The cost for this option would be \$62.48 per light, per month. According to Ethan, the current sodium vapor lights are comparable to the 130-Watt LED lights.

Ethan also informed me that there is a one (1) time cost of one hundred dollars (\$100.00) per light for the installation of the upgraded lights. Meaning that, if the Town Council decides to upgrade all nine (9) lights, the one (1) time installation fee would be nine hundred dollars (\$900.00) plus sales tax, totaling nine hundred seventy-two dollars and sixty-three cents (\$972.63).

For each of your conveniences, I have prepared the following table:

Options (Based On Light Wattage)	Option 1 (130 Watt)	Option 2 (260 Watt)
One-Time Installation Cost	\$ 972.63	\$ 972.63
Monthly Cost For 9 Lights	\$ 313.56	\$ 562.32
Annual Cost For First Year	\$ 4,735.35	\$ 7,720.47
Annual Cost For Second Year (Estimate)	\$ 3,762.72	\$ 6,747.84

Once you all have had the opportunity to review and discuss the aforementioned information, I would greatly appreciate it if you all could communicate your final decision to me. I am prepared to promptly relay the Town Council's final decision to Ethan and initiate the necessary steps to proceed with this project, should the Town Council decide to proceed. Additionally, if there are any further details or clarifications that you all may require, please do not hesitate to reach out at any time.

Respectfully submitted,



Robbie Lee Wagoner II, Town Clerk

Tuesday, January 09, 2024  
Date