



**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>		

**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>		

**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: January 11, 2024.

  
Michael E. Crawford, Mayor

ATTEST:

  
Dale F. Martin, Town Clerk