

CITY OF EDEN, N.C.

The regular meeting of the City Council, City of Eden, was held on Tuesday, January 19, 2021 at 6 p.m. electronically via Zoom and was streamed live on the City’s YouTube channel. Those present for the meeting, all via Zoom, were as follows:

Mayor:	Neville Hall
Council Members:	Darryl Carter
	Gerald Ellis (joined at 6:11 p.m.)
	Jerry Epps
	Angela Hampton
	Phillip Hunnicutt
	Bernie Moore
	Bruce Nooe
City Manager:	Jon Mendenhall
City Clerk:	Deanna Hunt
City Attorney:	Erin Gilley

MEETING CONVENED:

Mayor Hall called the regular meeting of the Eden City Council to order and welcomed those in attendance. Pastor Jerry Epps of First Church of the Living God gave an invocation followed by the Pledge of Allegiance led by Acting Fire Chief Todd Harden.

PROCLAMATIONS AND RECOGNITIONS:

- a. Proclamation: Martin Luther King, Jr. Day

Mayor Hall read the proclamation.

Proclamation  
Martin Luther King, Jr. Day

WHEREAS, January 18 marks the observance of the federal legal holiday to honor the birthday of the Reverend Dr. Martin Luther King, Jr., and

WHEREAS, Dr. King dedicated his life to a vision: that all Americans would live free from injustice and enjoy equal opportunity. His peaceful and lifelong crusade against segregation and discrimination brought our communities closer to the founding ideals set forth in the Declaration of Independence and the Constitution; and

WHEREAS, as we honor Dr. King, we know that our community is stronger, more just, and more free because of his life and work; and

WHEREAS, in paying tribute, we are reminded that the call lies with each of us to fulfill Dr. King’s work. Let us use our time, talents, and resources to give back and help those less fortunate. Let us not forget Dr. King’s own tireless spirit and efforts as we work, celebrate, and pray alongside each other.

NOW, THEREFORE, BE IT PROCLAIMED that I, Neville Hall, Mayor of the City of Eden, hereby designate January 18, 2021 be set aside as

Martin Luther King, Jr. Day

in the City of Eden and urge all citizens to join with me this day to apply Dr. King’s life and teachings of community service.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 19th day of January, 2021.

This the 19th day of January, 2021.  
BY: Neville Hall, Mayor  
ATTEST: Deanna Hunt, City Clerk

SET MEETING AGENDA:

Mayor Hall requested to move item 13(e) “Adoption of an ordinance to amend Chapter 2 (Administration) of the City Code to include the creation of a Citizen and Advisory Parks Commission” from Consent Agenda to New Business as item 11(b) to allow for discussion. A motion was made by Council Member Hampton to set the meeting agenda as amended. Council Member Moore seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

PUBLIC HEARINGS:

*There were none at this time.*

REQUESTS AND PETITIONS OF CITIZENS:

*There were none at this time.*

AUDIT REPORT: PRESENTATION OF THE 2019-2020 AUDIT BY ROUSE, ROUSE, ROUSE & GARDNER

Mayor Hall called on Judy Rouse, CPA of Rouse, Rouse, Rouse & Gardner, to present the 2019-2020 audit report.

Ms. Rouse stated the audit was conducted in accordance with: (1) auditing standards generally accepted in the United States of America; (2) Government Auditing Standards, also referred to as the Yellowbook; (3) Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance), which meant it was a federal single audit; and (4) the State Single Audit Implementation Act. Ms. Rouse said the auditing firm conducted their audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards required that the firm plan and perform the audit to obtain reasonable assurance about whether the financial statements were free of material misstatement. Based on the firm's audit and opinion, the financial statements previously referred to presented fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the City of Eden as of June 30, 2020. The statements also fairly presented the respective changes in financial position and cash flows, where appropriate thereof, and the respective budgetary comparison for the General Fund, ending the year in accordance with accounting principles generally accepted in the United States of America, which therefore, represented a clean opinion of the City's audit. Ms. Rouse stated an additional audit consideration was the Eden ABC Board's financial statement that was presented as a component unit of the City. It could be found at the beginning of the audit report in what was referred to as the lifttables of the report. The audit report also included the financial information from the actuarial studies on the City's Law Enforcement Separation Allowance and the Other Post-Employment Benefits (OPEB) provided to the employees. There was also an actuarial study on the Local Government Retirement Pension and Law Enforcement Retirement Plans which were prepared by the state auditor's office. The information related to those actuarial studies was in the first part of the audit report on pages 15-28, also referred to as the footnotes.

Ms. Rouse referenced that the General Fund cash balance increased from \$8,176,989 on June 30, 2019 to \$8,821,790 on June 30, 2020, which was a positive increase of 7.89 percent, or \$644,801, in cash. The total liabilities decreased 31.29 percent, or \$238,409, from \$762,042 to \$523,633. The fund balance available for appropriation increased 4.67 percent, or \$316,486, from \$6,783,552 to \$7,100,038. The General Fund fund balance increased 4.54 percent, or \$462,115, from \$10,189,842 to \$10,651,957. In the assigned fund balance, \$1,106,700 was appropriated to the 2020-21 budget in order to balance the budget for the new year. The full statement on the General Fund balance sheet could be found on page 97 of the audit report.

Ms. Rouse stated the three months' working capital policy was adopted by Council in FY 1998-99. To calculate the working capital, the total expenditures listed on page 113 of the audit report, which was \$16,022,652, would be divided by 12 and multiplied by three months to equal \$4,005,663. The City's total unassigned fund balance was \$7,100,038 or \$3,094,375 higher than the policy requirement.

Ms. Rouse said the fund balance maintained by municipalities should be compared to the state's average. The fund balance available was comprised of an amount shown as restricted, committed, assigned or unassigned according to the Local Government Commission (LGC). Using that theory, the fund balance available for expenditures for the City was 64.86 percent based on the total fund balance available being \$10,392,776 and total expenditures being \$16,022,652. According to the LGC, the 2019 average statewide level of total fund balance maintained by municipalities without electric and with a population ranging from 10,000 to 49,999 was 55.71 percent. The City was above the state average by 9.15 percent.

As noted on page 99 of the audit report, Ms. Rouse pointed out the budgeted revenues were \$15,342,300 while the actual revenues were \$15,508,112 for a favorable variance of \$165,812. On page 113 of the audit report, the budgeted operating expenditures were \$17,133,900 while the actual expenditures were \$16,022,652 for a favorable variance of \$1,111,248. No departments in the General Fund spent over their budgeted amounts, which was a good thing. Total revenues were \$16,102,982 in 2019 and \$15,508,112 in 2020 for a 3.69 percent decreased change of \$594,870. Total expenditures were \$16,597,232 in 2019 and \$16,022,652 in 2020 for a 3.46 percent decreased change of \$574,480. In 2020, the City's loan proceeds were \$976,655 compared with \$1,275,347 in 2019 for a decreased change of 23.42 percent, or \$298,692, resulting in less loan proceeds in the General Fund. Revenue over expenditures was \$462,115 in 2020 compared with \$781,097 in 2019 for a decreased change of 40.84 percent, or \$318,982. Ms. Rouse added that her staff welcomed anyone to call the firm's office with any questions if they were unable to ask them during the electronic meeting.

Ms. Rouse referenced that the Water and Sewer Fund cash balance increased from \$4,550,216 on June 30, 2019 to \$5,284,734 on June 30, 2020, which was a positive increase of 16.14 percent, or \$734,518, in cash. The total assets and deferred outflow of resources increased 9.38 percent, or \$6,489,913, from \$69,198,139 to \$75,688,052, which included all infrastructure, netbook value of infrastructure and receivables. The net position balance increased 7.75 percent, or \$4,022,184, from \$51,904,858 to \$55,927,042, which was the City's equity in the Water and Sewer Fund. The majority of the increase in total assets and deferred outflow of resources related to the capital improvements in the infrastructure mandated by the EPA Administrative Order of Consent (AOC) Remediation Plan and the Mega Park Water Improvements. The N.C. Connect Bond grant was funding \$1,247,033 and the N.C. Connect Bond loan was funding \$1,247,032 of the EPA AOC Remediation Plan for a total funded source of \$2,494,065. The Mega Park Water Improvements funding came from a Drinking Water Reserve grant of \$550,798, an EDA grant of \$1,827,058 and loan proceeds of \$1,652,392 for a total funded amount of \$4,030,248.

Ms. Rouse stated in 2019 operating revenues for the Water and Sewer Fund were \$12,900,326 compared to \$10,815,586 in 2020 for a decrease of \$2,084,740. The decrease was due to a reduction in sewer billings as a result of the leachate processing billing reduction from Duke Energy, in which the majority of that funding had ceased. In 2020, \$3,744,823 in capital contributions from grants was received compared to \$1,820,247 in 2019 for an increase of \$1,924,576. Capital contributions from grants were things that did not have to be paid back, such as grants. Operating expenses decreased \$2,424 as they went from \$10,515,769 in 2019 to \$10,513,345 in 2020. Non-operating expense (interest) decreased \$20,121 from \$209,751 in 2019 to \$189,630 in 2020. The net income was \$4,022,184 in 2020 compared to \$4,135,370 in 2019 for a difference of \$113,186. If capital contributions received from grants were to be deducted from the net income total, it would drastically impact the net income total. The depreciation expense increased from \$2,306,835 to \$2,448,515 and would continue to increase as the City's water and sewer projects were completed. Once completed, they would start to be devalued as depreciation begins once the asset is placed in operation. The details of the budgetary Water and Sewer Fund could be found on pages 125-134 of the audit report. No departments in the Water and Sewer Fund spent over their budgeted amounts.

Ms. Rouse stated that included in the footnotes on page 43 of the audit report was an analysis of construction proposed commitments in effect as of June 30, 2020 and extending to 2022. Page 85 of the audit report listed details relating to long-term debt. The installment purchases totaled \$21,308,953 at June 30, 2020, which included the interest and principal. The amount consisted of \$5,619,233 of debt for governmental activities and \$15,689,720 for water and sewer activities. In the footnotes of the audit report, there was detail on the City's debt, including every loan the City had. Over the next two years, debt that began in fiscal year 2007-08 to be used for water and sewer improvements, the greenway and downtown revitalization would be paid off, which amounted to roughly \$2.6 million. The total interest income in 2020 amounted to \$195,061 compared to \$295,425 in 2019. The legal debt margin was eight percent of the total assessed property valuation. On page 144 of the audit report, the property valuation for the City was \$915,158,582, in which eight percent of that was \$73,212,687. She hoped the City never accumulated that amount of debt. Also found on that page was the current tax levy analysis. The current year's collection rate for tax levies was 98.51 percent. The state average collection rate for 2019 in the City's population range was 99.10 percent, excluding vehicles; therefore, the City was slightly below the state average. On page 88 of the audit report, there was a footnote concerning the EPA AOC. It was imperative that the Council follow the progress of the bid process and construction related to the mandate to ensure compliance with the deadline of February 28, 2022.

The auditing firm performed a state single audit act under uniform guidance because it was a federal audit due to the money the City received from federal and state sources. The Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards could be found on page 147 of the audit report. The audit was not designed to identify all deficiencies in internal control. However, Ms. Rouse stated her auditing firm found one significant deficiency in internal control that was noted on page 148 of the audit report, with the City's response on page 156. The City was required to have written internal control policies and procedures governing its federal awards; however, the City did not have a written internal control policy related to federal grants. The auditing firm had a compliance audit that they were required to complete by checking to make sure such things were in place. She added that it was not a situation where the City was not being compliant but it did need to address having a written policy. Ms. Rouse said due to the significant amount of federal grants/loans received during FY 2019-20, the City was required to include the 'Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; In accordance with OMB Uniform Guidance; and the State Single Audit Implementation Act' found on pages 149 and 150 of the audit report. In her firm's opinion, Ms. Rouse stated the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020. Ms. Rouse said due to the significant amount of state grants/loans received during FY 2019-20, the City was required to include the 'Report on Compliance for Each Major State Program; Report on Internal Control over Compliance; In accordance

with OMB Uniform Guidance; and the State Single Audit Implementation Act' found on pages 151 and 152 of the audit report. In her firm's opinion, Ms. Rouse stated the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2020.

Council Member Hampton asked Ms. Rouse if her firm had previously mentioned that the City was required to have a written policy in place for the grants that had been applied for or was it negligence on the City's behalf.

Ms. Rouse replied that the City had not been required to have the audit within uniform guidance in the last two years. It was required this year due to the amount of money the City received the previous fiscal year from state and federal sources. Therefore, her firm was required to conduct a compliance audit, which included questions as to whether the City complied or not. It was not that the City was negligent in having the written policy but rather it was an oversight. The firm found no violations in regards to any invoices that were paid related to the programs. In fact, all invoices paid had been approved through the signature of the engineer and City staff. When receiving large amounts of funding from state and federal sources in-house, it involved a substantial amount of compliance associated with it. Therefore, the City needed to be conscientious about following the guidelines and being sure such things were dealt with so it would not be a finding the following year.

Council Member Hampton thanked Ms. Rouse and said the City was striving to be conscientious and she was thankful the firm discovered it so the City could correct it.

Ms. Rouse said her firm was required to look at all the grants and loans the City received to make sure there were no direct and material violations of anything being spent that was not appropriately spent. She added that Council received a governance letter that stated her firm had audited the financial statements of the governmental business activities, the discretely presented component units, each major fund and the remaining fund information. They had no disagreements with management. She stated that City staff was very cooperative and Council was fortunate to have the staff they did. She added it was a tremendous asset that City staff had the capabilities to write the report at the volume it was, enabling the audit firm to get the report out in a timely manner. Ms. Rouse stated that the audit received approval from the LGC in mid-November, which was sooner than any previous audits. All departments were helpful in answering any questions the audit firm had and they were very appreciative of the cooperation shown. A management letter was also included with the audit report that displayed an increase in audit adjustments. Ms. Rouse said it was difficult to receive all information shortly after June 30, but City staff did give the auditing firm adjustments to the financials as they worked on the audit. Therefore, many of the adjustments were proposed by City staff once they had a beginning trial balance. It was always important to keep the Finance Department updated on the changes from the LGC and in relation to audit reports.

Ms. Rouse stated the City needed to continue with the actuarial studies as they were an integral part of the audit report. She urged the City to continue to obtain its OPEB study and Law Enforcement Officers Separation Allowance each year, even though they were costly, as they could not compile the audit report as accurately as they currently did without those studies. The management letter also noted the firm was pleased the City had two capital project funds that had been set up as sub-funds of the Water & Sewer Fund in order to report the expenditures and revenue related to the EPA AOC and the Mega Park Water Improvements. Due to the volume of grants and loan awards expected over the upcoming years, greater oversight would be required regarding the increased frequency of grant and loan reimbursements as work was often done and then reimbursed at a later date. Reimbursement requests needed to be completed as soon as possible with assistance from the engineering firm. As noted in the letter, City management had been made aware of the need to implement a written policy on procedures governing its federal awards.

Mayor Hall thanked Ms. Rouse for the work the auditing firm put into the audit considering it was a time consuming process. He found the audit to be full of good news considering the City was in the midst of the pandemic but still had a fairly stable financial situation. He repeated the highlight of the audit being that no departments spent over the amount they were budgeted, giving credit to the department heads and staff who saved the City from going over budget by conducting business in the most economical way. He thanked City staff and the Finance Department for helping complete the audit in a timely manner.

Ms. Rouse said the firm appreciated the attitude from the City's employees in relation to them performing the audit. She stated Trevor Gardner and Rex Rouse were also in attendance with her and had helped tremendously in regards to the audit.

UNFINISHED BUSINESS:

- a. Consideration of Boards and Commissions appointments.

Mayor Hall called on Director of Planning and Inspections Kelly Stultz.

Ms. Stultz said while the list of Boards and Commissions appointments had already been given to Council, City staff noticed some positions were missed that needed to be reappointed on the Strategic Planning Commission (SPC). Ms. Stultz, along with the chairman of the SPC, interviewed Sarah Stokes, who worked for UNC Rockingham and wished to serve on the SPC. Ms. Stultz asked for Council's consideration in installing Ms. Stokes to serve on the SPC.

Mayor Hall stated the memo proposed appointing Jennifer Barton to serve from 2021 to 2023, Jamie Galloway to fill an unexpired term of 2021 and Sarah Stokes to serve from 2021 to 2023. It also proposed reappointing Hope Bogaert to serve from 2021 to 2023, Ed Wilson to serve from 2021 to 2023 and Gerri Hunt to serve from 2021 to 2023.

Council Member Ellis nominated Ricky Willis to serve on the Historic Preservation Commission for Ward 7.

Council Member Hunnicutt nominated Tom Fulton to the Board of Adjustment and James Cherry to the Community Appearance Commission for Ward 6.

Council Member Carter requested to leave open the Historic Preservation Commission vacancy for one month for Ward 5.

Council Member Epps said he had been unable to fill the vacancy on the Board of Adjustment and requested an extension until the next Council meeting. Louise Price had agreed to reappointment for the Historic Preservation Commission for Ward 4.

Council Member Hampton said Beth Pulliam had agreed to reappointment for the Historic Preservation Commission for Ward 3.

Mayor Hall asked Council Member Hampton if she had spoken with the member on the Tree Board for Ward 3 who had not attended any meetings.

Council Member Hampton said she talked to Brian Ferris in regards to his attendance at the Tree Board meetings and he assured her he would improve his attendance.

Council Member Nooe said Tim Kirkman agreed to reappointment on the Community Appearance Commission and Frank Reid agreed to fill the vacancy on the Historic Preservation Commission for Ward 2. He was still working on getting the vacancy filled on the Tree Board.

Council Member Moore said Mike Corum agreed to reappointment on the Tree Board for Ward 1.

Ms. Stultz asked Council to send her the names and addresses of any newly appointment members so City staff could make contact with them.

A motion was made by Council Member Ellis to approve the Boards and Commissions appointments excluding the vacancies: Strategic Planning Commission: Jennifer Barton, Sarah Stokes, Gerri Hunt, Ed Wilson, Jamie Galloway and Hope Bogaert; Historic Preservation Commission: Ricky Willis, Louise Price, Beth Pulliam, Tim Kirkman and Frank Reid; Tree Board: Mike Corum and Brian Ferris; Board of Adjustment: Tom Fulton; Community Appearance Commission: James Cherry. Council Member Moore seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

NEW BUSINESS:

- a. Presentation of a COVID-19 Financials Update and Economic Development Review 2020.

Mayor Hall called on Director of Finance and Personnel Tammie McMichael.

Ms. McMichael said financial reports as of December 31, 2020 had been generated. She pointed out total revenues collected as shown on the Summary of All Funds Revenue and Expenditures report, which was at 35.88 percent compared to 27.93 percent on December 31, 2019. The grand total of expenditures was 40.91 percent compared to 33.03 percent in 2019. Areas that finance staff felt could be impacted by COVID-19 were the Sales and Use Tax, Utilities Franchise Tax and Solid Waste Disposal Tax. When comparing March 2019 to March 2020, there was a 4.86 percent increase in Sales and Use Tax equaling \$121,727.43. There was a decrease of 5.07 percent, or \$25,075.38, from June 30, 2019 to June 30, 2020 in the Utilities Franchise Tax. The Solid Waste Disposal Tax, which was money coming from the state on a quarterly basis, decreased 4.05 percent from June 30, 2019 to June 30, 2020, equaling \$229.31. Finance staff had also seen a 35.49 percent decrease in Occupancy Tax collections from 2019 to 2020 of

\$24,955.37. The aged trial balances of active utility accounts had also changed from 2019 to 2020, with an increase of \$10,939.21 on accounts past due for 60 days and an increase of \$12,630.19 on accounts past due over 90 days. City staff was continuing to help customers get caught up on their utility accounts with a goal of having everyone current by the end of January. Overall, finance staff felt the revenues of the City were stable and it was operating within the current budget as expected. Ms. McMichael stated finance staff would continue to monitor the City's revenues and expenditures on a monthly basis and would notify Council and management if things happened to change.

Mayor Hall thanked Ms. McMichael for the update. In the midst of a pandemic, he felt the City was doing a good job coping and managing all areas. It was to be expected that utility bills would be delinquent due to the Governor's previous order to not disconnect any delinquent utility services and he hoped there was some funding available to help citizens bring their accounts current to make the City whole in that regard.

Council Member Hunnicutt stated that shortly after COVID-19 began, Council approved deferment for occupancy taxes due to the anticipated hardship that would be placed on hotels. He recalled a time period hotels were given to bring current any deferred payments and asked Ms. McMichael if all deferred allowances granted had been caught up.

Ms. McMichael said everyone was current. Finance staff was seeing the decrease from the gross revenues because that was the basis the hotels used to pay their occupancy taxes.

Council Member Carter asked if the \$40 fee charged on some utility bills was a reconnection fee.

Ms. McMichael said it was a delinquent penalty fee that was assessed to any accounts eligible for disconnection due to non-payment.

City Manager Jon Mendenhall said there was an economic review for 2020 commensurate with Ms. McMichael's report that Director of Economic Development Mike Dougherty had to present.

Mayor Hall called on Mr. Dougherty.

Mr. Dougherty shared a PowerPoint presentation that he had recently presented at a Rotary meeting showcasing economic development within Eden and Rockingham County from 2019 to 2020. It highlighted nine new industries and two expansions between April 2019 and December 2020, which had led to \$608.7 million in new investment and 1,213 jobs, of which 38.1 percent were in Eden. That was the largest single percentage of all county areas where jobs had located. Nestle Purina was the largest single industrial investment in Rockingham County's history with \$15 million in tax revenue expected to the City during the first 13 years of operation. Caesar's Casino was approved by voter referendum in Danville, Va., in 2020 with an anticipation of 1,300 jobs, of which he felt many would be filled from Eden. Progress was continuing to be made at the Southern Virginia Mega Site at Berry Hill and it had been ranked the number one mega site in Virginia. He had also received several phone calls from people desiring to move to less densely populated areas which was reversing the trend of people moving to the more urban areas. Rockingham County Economic Development Director Leigh Cockram and Existing Industry Manager Kerry Taylor created a form for 2020 that showcased new investment of \$886.5 million. The year 2020 accounted for 79.5 percent of the total investments made in the last decade. There were 1,008 new jobs with 36.7 percent of those being located in Eden. The year was also composed of \$5.5 million in grant funds that were received to improve infrastructure in Rockingham County. Over 400 new major subdivision lots were approved along with the issuance of 328 stick-built home permits. The County also gave out 84 small business grants to small businesses who were struggling as a result of the COVID-19 pandemic. Mr. Dougherty said he applauded all of the work of Ms. Cockram and Ms. Taylor, noting that he enjoyed working together with them as a team. He hoped the success seen in 2020 would continue as there were other good things forthcoming.

Mayor Hall thanked Mr. Dougherty for sharing the good news with Council.

- (1) Update as previously provided for in the budget but delayed due to COVID-19 the purchase of a wheel loader, two zero-turn mowers, emergency trailer and message board.

Mayor Hall called on Director of Municipal Services Paul Dishmon.

Mr. Dishmon stated he was requesting permission to proceed with the purchases previously asked for with the addition of one extra zero-turn mower, which would give Municipal Services an extra piece of equipment to be used to manage right-of-ways, cul-de-sacs, clover leaf and other such areas exposed to the public. Through previous conversations with Mr. Mendenhall, he wanted to see things cleaner and the additional mower would help with maintaining the grounds and streets throughout the summer or when another piece of equipment was out of service.

Mayor Hall said the memo from Mr. Dishmon listed a net savings of \$81,600 on what Council had budgeted for the requested items by either completing them in last fiscal year's budget or completely removing them this fiscal year's list. The request was \$16,000 for the additional zero-turn mower.

Council Member Ellis asked if the request was for a total of three zero-turn mowers. Mayor Hall and Mr. Dishmon confirmed it was for two zero-turn mowers.

Council Member Ellis asked where the message board would be used.

Mr. Dishmon said it would be used for events, emergencies and anytime traffic needed to be detoured within the City.

A motion was made by Council Member Epps to approve the purchase of a wheel loader, two zero-turn mowers, emergency trailer and message board. Council Member Ellis seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

- (2) Update as previously provided for in the budget but delayed due to COVID-19 the plan to complete FY 2020-21 Street Resurfacing Contract No. 2.

Mayor Hall called on Director of Transportation Engineering Tammy Amos.

Ms. Amos stated she wanted to provide an update on the street resurfacing projects for the current fiscal year. The City had already completed one of the projects during the current fiscal year that was funded with the City's Powell Bill allocation that was received annually from the state. The second project planned for the fiscal year was the resurfacing of Patterson Street and Kennedy Avenue, both of which were listed in poor condition due to severe cracking and high traffic volume. The funding for the project had already been approved in the current budget. She did not ask for additional funding, but only permission to proceed with the project as planned so she could request bidding for the paving to begin in April.

A motion was made by Council Member Moore to approve the plan to complete the FY 2020-21 Street Resurfacing Contract No. 2. Council Member Hampton seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

- (3) Consideration of Eden Fire equipment needs.

Mayor Hall called on Chief Harden.

Chief Harden stated the memo for Council listed two options regarding fire apparatus. Option #1 suggested purchasing a new engine to replace Engine 4 that was no longer a part of the fleet. Option #2 was the purchase of one new engine and one new ladder. The associated costs for each apparatus were: (1) 2020 Sutphen Mid-Ship Quint: \$789,567.85, with immediate delivery; (2) 2020 Pierce Enforcer Stock Demo Pumper: \$574,212, with immediate delivery; (3) 2018 Roesbauer EXT Demo Pumper: \$482,886, with immediate delivery; (4) 2020 Sutphen Custom Demo Pumper: \$487,900, with immediate delivery; and (5) 2021 Sutphen Commercial Pumper: \$351,066.21, with delivery in 12 months. Chief Harden and his staff recommended purchasing the 2021 Sutphen Commercial Pumper with the downfall being the delivery not occurring for 12 months.

Council Member Epps asked for confirmation that the fire apparatus being requested was the one that would be delivered in 12 months.

Chief Harden said yes as staff felt it was the best choice.

Council Member Carter made a recommendation for the fire apparatus purchase to be tabled until the next Council meeting due to the possibility of a study being conducted to determine exactly what the City needed. He suggested having the Department of Insurance come in and perform the study and then allow Chief Harden to make a suggestion based on what the City needed.

A motion was made by Council Member Carter to table the purchase of a fire apparatus until the February Council meeting with further discussion allowed at the Council Budget Retreat on January 20. Council Member Ellis seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

*These minutes were approved as amended on 2-16-21: A motion was made by Council Member Carter to table the item until the February Council meeting with further discussion allowed at the Council Budget Retreat on January 20, with instruction that the Department of Insurance be brought in and perform a study to examine what the City needed regarding apparatus, equipment, insurance ratings and those types of things.*

*\* Note from Clerk, this item was further discussed the following day at the Council Budget Retreat and additional discussion determined that the consultant should advise on how many fire stations the City should have and what trucks should be located at which fire stations. \**

- (4) Consideration of Strategic Planning Commission funding for a woodcarving public art project at Freedom Park.

Mayor Hall called Mr. Dougherty.

Mr. Dougherty said the Freedom Park Woodcarving Public Art Project also included the assistance of Acting Parks and Recreation Director Terry Vernon. The SPC approved the project in August 2020; however, concerns over the financial impact COVID-19 could have on the City's budget had caused them to postpone the project. The idea behind the project was to create a nature play space at Freedom Park Nature Trail by Woodchuck Woodcarvings of Boones Mill, Va. The project would include twelve benches used to create an outdoor classroom at the large elm tree on the trail, four totems on the end of the newly renovated bridge, an eight foot totem at the Country Club Drive entrance, six wood spirits on trees, two owls, two raccoons, three squirrels and one turtle at the creek. Mr. Dougherty said due to social distancing restrictions currently in place, there had been a lot of interest in trails throughout the community and the woodcarving would add an element of interest. Once schools returned to normal functioning, the hope was that they would use the trail as a field trip location. It would also be something the City would not have to worry about replacing for at least 10 to 15 years. The cost of the project was \$6,100 and City staff believed it would be an asset to the City's trail system.

Mayor Hall reminded Council the project was a SPC recommendation that had been removed from the agenda several months ago because of funding uncertainties due to COVID-19. It was being brought back to Council at the present time from the SPC.

Council Member Moore asked if the money for the project had already been allotted in the SPC's budget.

Mr. Dougherty replied yes.

Council Member Hunnicutt requested Mr. Mendenhall and City staff walk the Freedom Park Nature Trail because he felt the trail needed more finish work before the City spent money on such projects. He walked both sides of the trail beginning at Central Elementary School walking down to the stream and back up the other side. While doing so, he counted six locations that he considered as severely washed considering the granite dust had washed off of the trail. It appeared to need more water bars. In addition, there had been a significant amount of tree work done along the trail, especially along a section near the school, where tree tops and fallen trees had been pushed to the sides. It appeared to him that more work needed to be done to the trail before the expenditure was completed.

A motion was made by Council Member Hunnicutt to approve SPC funding for a woodcarving public art project at Freedom Park as long as City management and staff addressed the maintenance issues on Freedom Park Nature Trail beforehand. Council Member Hampton seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

Council Member Hampton said much of the damage Council Member Hunnicutt was speaking of was visible from Stadium Drive. She felt the woodcarvings was a great project but also agreed work needed to be performed on the trail beforehand.

Council Member Ellis said Mr. Dishmon and Facilities and Grounds Superintendent Ray Thomas did a great job of keeping their crews focused on maintaining the greenways and trails and was certain they would do an outstanding job of cleaning up the Freedom Park Nature Trail.

- b. Adoption of an ordinance to amend Chapter 2 (Administration) of the City Code to include the creation of a Citizen Advisory Parks Commission.

Ms. Gilley wrote in a memo that she had prepared an amendment to Chapter 2 of the City Code that created a Parks, Recreation, Open Space and Greenway Commission. The intent of the Commission was to encourage public participation and interest in the City's Parks and Recreation. The Commission would serve an advisory role to the Council, studying and making recommendations to the Council, educating the public, and providing assistance for the development of the City's parks, open spaces and greenways. The Ordinance provided for seven members appointed by the Council and two ex-officio members appointed by the City Manager.

Mr. Mendenhall said the Commission was formulated for public engagement and input as the City moved forward in its Parks and Recreation program with regards to what programs were offered throughout its



facilities and what amenities were offered. The desire was to gauge the public’s input on decisions, investments, maintenance and operational items such as the greenways and parks as a whole.

Council Member Ellis said he had requested the item be moved to New Business to allow for discussion in order to understand its purpose as the City had not been presented with any of the like in the past. He felt it was a great idea to bring together another group of citizens who were concerned about things, especially considering the City’s parks and greenways were one of the biggest enticements that attracted people to Eden.

Mayor Hall said it would be like the other advisory boards the City had, such as the Tree Board or Historic Preservation Society. He hoped to find members of the board that wanted to make the City’s Parks and Recreation the best it could be.

Council Member Ellis asked if the commission would include athletics.

Mayor Hall said yes and that it would include any programs that fell under the Parks and Recreation Department.

Council Member Hunnicutt said he supported the Commission as he felt it was a positive move for the City to make. He commended Mr. Mendenhall for bringing it before Council. He felt the City was at a crossroads for recreation and that a serious look at where the City was and where it needed to go should be considered. In particular, he referenced the focus on team sports for youth but noted there did not appear to be a lot of youth involvement in sports anymore. He also encouraged fellow members to give good consideration to anyone they would be appointing to the commission as it was very likely there could be significant changes in the direction of where the City would go with its Parks and Recreation and greenways.

A motion was made by Council Member Hunnicutt to approve the adoption of an ordinance to amend Chapter 2 (Administration) of the City Code to include the creation of a Citizen Advisory Parks Commission. Council Member Carter seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF EDEN

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that Article III of Chapter 2 Administration of the Eden City Code is amended by adding a division to be numbered as Division 5 Parks, Recreation, Open Space, and Greenway Commission, which division reads as follows:

DIVISION 5 PARKS, RECREATION, OPEN SPACE, AND GREENWAY COMMISSION

§ 2-90. CREATED.

There is hereby created pursuant to G.S. Chapter 160, Article 18, a Parks, Recreation, Open Space, and Greenway Commission for the City, which committee is hereafter referred to as the “Parks Commission.”

§ 2-91. COMPOSITION, STRUCTURE, POWERS, DUTIES.

The composition, structure, powers and duties of the Parks Commission shall be those set out as follows:

(A) Membership. The Parks Commission members shall exemplify and take an active interest in the city parks, recreation, open space, and greenway programs through active involvement. Additionally, where possible, appointments shall be made in such a manner as to maintain on the Parks Commission at all times a majority of members who have experience with and knowledge of parks, recreation, open space, greenways, tree resource management, planning and development.

(B) Composition. The Parks Commission shall be comprised of seven members appointed as follows:

- (1) Seven members: One member to represent each Council ward; and
- (2) Ex-officio- Two members to represent the City Manager.

(C) Term. Members shall be appointed for three-year, staggered terms. Initial appoints shall consist of three members with three-year terms, two members with two-year terms, and two members with one-year terms.

(D) Structure. The Parks Commission shall be comprised of three subcommittees as enumerated in this section. The Committee of the Whole is charged with the entirety of the duties laid out in division (E) of this section, delegation of specific subcommittee duties as necessary and as indicated. All subcommittees shall report their work, recommendations or actions to the committee of the whole on at least an annual basis. The three subcommittees of the Parks Commission shall be:

(1) Facilities Committee. A committee composed of three members, electing among themselves a Committee Chair and a Secretary. The Committee may be supported by any number of volunteers from the community as the Committee may see fit to engage provided such volunteering occurs commensurate to the policies and procedures for volunteer management as adopted by the City.

(2) Activities Committee. A committee composed of three members, electing among themselves a Committee Chair and a Secretary. The Committee shall deal primarily with activities and programs. The Committee may be supported by any number of volunteers from the community as the Committee may see fit to engage provided such volunteering occurs commensurate to the policies and procedures for volunteer management as adopted by the City.

(3) Greenspace Committee. A committee composed of three members, electing among themselves a Committee Chair and a Secretary. The Committee shall deal primarily with greenspace and

environmental management. The Committee may be supported by any number of volunteers from the community as the Committee may see fit to engage provided such volunteering occurs commensurate to the policies and procedures for volunteer management as adopted by the City.

(E) Duties. The Parks Commission shall have the following duties:

(1) Study and make recommendations to the City Manager for possible implementation of parks, recreation, open space, and greenway plans, policies, or initiatives.

(2) Educate the general public about the city’s parks, recreation, open space, and greenway programs.

(3) Provide assistance necessary to help promote the development of the parks, recreation, open space, and greenway plans as approved by the City Council.

(4) Review and make recommendations to the City Council, in conjunction with the Planning Board, on development tracts which involve the dedication of a component of the city’s parks, recreation, open space, or greenway system.

(5) Seek sponsors and grants to help develop the parks, recreation, open space, and greenway system of the city in accordance with master plans and policies adopted by the City Council.

(F) The Parks Commission shall meet at least quarterly, and all meetings shall be open to the public. Subcommittees of the Commission shall meet as necessary and shall give adequate notice of such meetings as provided by law, provided that each committee meet at least annually. Proceedings of the Commission shall be conducted in accordance with Robert’s Rules of Order. A record shall be maintained of its members’ attendance, discussions, findings and recommendations all of which shall be public records. A majority of the sitting members of the Commission shall constitute a quorum for the taking of official action.

(G) It shall be the duty of all members to inform the administrative staff for the Commission of any anticipated absence and notification shall be immediately after receipt of the agenda. A member who misses three consecutive meetings or more than 30% of the meetings in a calendar year loses his status as a member of the Commission until reappointed or replaced by the City Council. Absences due to sickness, death or other emergencies of like nature shall be regarded as approved absences and shall not affect the member’s status of the Commission; except that in the event of a long illness or other such case for prolonged absence the member may be replaced.

(H) The Parks Commission shall seek diversity and inclusion of all residents in a collaborative, transparent process focused on public participation and engagement.

APPROVED AND ADOPTED, this 19th day of January, 2021.

CITY OF EDEN

BY: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

REPORTS FROM STAFF:

a. City Manager’s Report

Mayor Hall called on Mr. Mendenhall.

Mr. Mendenhall said he wanted to preface the report by highlighting the good news received on the financials through the audit and mid-year update from the Finance Department, as well as the Economic Development report from 2020. He wanted to point out the City had accomplished a lot in 2020 and the pandemic proved the City could achieve a lot by working together. While there would be challenges to overcome in 2021 and the outlying years, the lesson was that it could be done by working together.

Mayor Hall thanked Mr. Mendenhall and the departments who had input for the City Manager’s report. He pointed out the tourism calendar of events within the report and was hopeful all of the events would get to be held, with the first one being ‘Grown & Gathered’ on May 20 going through the end of the year.

City Manager’s Report  
January 2021  
City Manager Jon Mendenhall

ECONOMIC DEVELOPMENT

Commercial

JS of Eden Enterprises, Inc.

A 7.6 acre site located at 916 S. Van Buren Road is now available for leasing. This is a prime spot for your business. Call 336-627-1313 for leasing information.

First Choice Tire and Automotive

Located at 311 S. Van Buren Road, this new Eden business offers oil changes, new and used tires, tire repairs, alignments, tire rotation, brakes, transmission repair, state inspections and automotive maintenance. They are open 8 a.m. to 5 p.m. Monday through Friday and Saturday from 8 a.m. to noon starting in January. Their Eden Chamber of Commerce ribbon cutting will take place on January 15. Call 336-612-2884 for more information.

Platinum Kutz Beauty Salon and Barber Shop: Opening February 1

This newest Eden salon and barber shop will open February 1 next to the former Belk building in Eden. Owner Tim Dickerson is a veteran who has opened a beautiful facility in the new Eden Venture Business Park. All styles are offered here, so stop by and learn more about this new business. Call them at 336-417-7224 or visit [www.platinumkutz.style](http://www.platinumkutz.style) to schedule an appointment.

Save-A-Lot Food Store: Staying Open in Eden!

This Eden store will remain open and is ready to serve your grocery shopping needs. Stop by their 640 S. Van Buren Road location for dairy, frozen foods, grocery and other items. They are open from 8 a.m. to 10 p.m. seven days per week. You can reach them at 336-627-9555.

Seth M. Woodall & Associates

This Eden law firm has added a new attorney as it strives to meet the legal needs of Eden and Rockingham County. Tim Dugan, a graduate of Elon Law School, began work at the firm on January 11. Seth Woodall & Associates offers real estate, estate planning, personal injury, civil litigation and corporation and business set-up services. Call 336-623-3138 or email info@woodall-law.com for more information.

Industry

Eden Venture Business Park (formerly Eden Mall)

As most people have seen thus far, owner Ron Hutchens has done an exceptional job of improving the exterior of the former Eden Mall. He is offering build-to-suit spaces for businesses, with the exception of retailers. Thus far, Platinum Kutz has been established in the facility, opening February 1. Another company is now considering the space.

If you would like a location for your business, visit [www.edenventurebusinesspark.com](http://www.edenventurebusinesspark.com) for more information and to apply.

Nestle Purina

In December of 2020, the N.C. Rural Infrastructure Authority approved a \$2 million building reuse grant for Nestle Purina. This funding will be used to help upfit the former MillerCoors facility for Nestle Purina. Special thanks goes to Existing Industry Manager Kerry Taylor of the Rockingham County Economic Development Department for her work in writing this grant.

Night Owl National StoneWorks

The N.C. Rural Infrastructure Authority also approved a \$100,000 building reuse grant for the Eden Venture Business Park (formerly the Eden Mall) to help upfit a cabinetry facility in this space.

Weil-McLain

This Eden company currently has openings for two manufacturing engineers and one purchasing agent. In addition, they have 25 full-time hourly positions that are open including assembly, material handling and machine operators. Visit [www.weil-mclain.com/careers](http://www.weil-mclain.com/careers) for more information.

Main Street

B & K Bargains-New Store!

This new 232 The Boulevard business is owned by Christy Williams. This thrift store business can be reached at 336-250-7586.

Former Jones Hardware Building

This iconic 630 Washington Street building has been purchased by Olde Leaksville Gun Shop owner Barry Carter. Barry has already started renovating the space, which is another example of progress in Eden’s most historic commercial area. Thanks to Barry and all the merchants and property owners who have invested in Uptown Eden—an exciting place to visit, shop and dine.

Tourism

The 2021 Event Calendar is set. Pending lifted restrictions, we are preparing for 2021 events & festivals!

- Spring Grown & Gathered May 20
- Piedmont Pottery Festival June 5
- Oink & Ale June 19
- Shaggin’ on Fieldcrest July 24
- Summer Grown & Gathered August 12
- Touch-A-Truck August 21
- RiverFest September 17 & 18
- Heritage & Heroes October 16
- WinterFest December 4

Mark your calendars and get ready to celebrate and showcase our Small Town~Big Outdoors!

PARKS AND RECREATION

COVID-19 Updates-Phase 3

All Parks and Recreation facilities are open in a limited capacity due to Governor Roy Cooper’s Phase 3 regarding COVID-19. Please note, at all open indoor facilities, staff will have participants sign in, answer questions regarding symptoms of COVID-19 and pass a temperature check before they are allowed into the facility. Staff will also sanitize the facility before, during and at the end of each evening.

Basketball Program

Staff has begun registration for youth boys and girls basketball and will possibly start practicing with masks required if not affected by COVID-19 restrictions.

Bridge Street & Mill Avenue Recreation Centers

These two facilities will be open Monday through Friday from 2 p.m. until 7 p.m. There will be a maximum of ten participants allowed at any given time.

#### Citywide Playgrounds

All playgrounds are open.

#### Eden City Hall

City Hall is now open to individuals needing to conduct business within the Finance Department. In order to comply with social distancing guidelines, we ask that you wear a mask and remain six feet apart from others as there will be markings in the lobby appropriately spaced.

Staff from other departments within City Hall can meet with individuals in the lobby or in the front Conference Room if needed.

#### Facility Rentals

There will continue to be no facility rentals due to the limited number of individuals allowed in a facility only being ten.

#### Freedom Park

The park will continue to operate by maintaining social distancing during the use of the park by citizens. This includes the walking track, basketball courts, skateboard park, nature trail and dog park. There will continue to be no shelter rentals at this time.

Tournaments at Freedom Park Softball Complex and Multi-Purpose Field are scheduled to begin in February if not affected by COVID-19 restrictions.

The 2021 Freedom Park schedule of events has been completed. If restrictions surrounding COVID-19 are lifted, there will be weekend tournaments scheduled at Freedom Park ballfields beginning February 6 and running through December 6. Included in the schedule of events is a N.C. Dixie Youth Baseball State Tournament from July 16-22.

#### Garden of Eden Center

This facility is operating with a limited capacity of ten participants indoors and 25 outdoors at any given time and will be open to the public Monday through Friday from 8 a.m. until 5 p.m.

### PLANNING & INSPECTIONS

#### Boards and Commissions

There will be no Boards and Commissions meetings during the month of January that are not required by law.

#### Codes Inspector Position

Fred Fleming has been hired as a Codes Inspector Trainee and is working with Chief Inspector Bob Vincent on a daily basis.

#### Collections

The City collected \$249.00 for code enforcement fees. Payments made to the Rockingham County Tax Department in December for code enforcement fees that are due to the City of Eden were \$13,251.02.

#### COVID-19 CDBG Assistance to Low and Moderate Income Citizens Grant

Staff received notice of the grant agreement and package being sent from the Housing Finance Agency.

#### Draper CDBG

The environmental review was completed and its record was posted on the City's website, advertised in the Rockingham Now newspaper and is available for review at City Hall. The comment period for the environmental review record has ended and the report has been sent to the N.C. Department of Commerce with a 'Request for Release of Funds' for the grant.

#### GIS

Staff is making progress with the solid waste maps requested by Public Works so that each truck can have a navigational device to direct them on the most efficient routes. The on-line services have been updated for City Staff to use with their mobile devices. The Engineering Department is providing data on the sewer remediation work as it progresses so that it can be made available to City staff as soon as possible.

#### Historic Preservation Certified Local Government

Our Preservation Commission has been certified for a number of years. The annual report has been submitted to the State Historic Preservation Office.

#### Internal Technical Review Committee

The ITRC met and continued discussions regarding the Capital Improvement Program (CIP) for next fiscal year's budget.

#### Nantucket Mill Project

At the present time, the City is awaiting an answer from the N.C. Housing Finance Agency. City staff is continuing to pursue grant funds for the project. However, Council has approved a way for the City to proceed with the project.

#### Tree City USA

Eden has been designated as a Tree City USA since the 1990s. The annual report, prepared by Planner Debbie Galloway, to continue the program has been submitted.

Unified Development Ordinance

The UDO is now effective. The next step will be to schedule a training session with City Council, the Planning Board, Board of Adjustment and City staff.

POLICE DEPARTMENT

Various administrative law enforcement personnel plan to attend the quarterly Rockingham County LEPC (Local Emergency Planning Committee) at the Rockingham County Emergency Services location in Wentworth on January 20 in addition to participating in a prayer walk on The Boulevard on January 30.

CONSENT AGENDA:

- a. Approval and adoption of December 15, 2020 Minutes.
- b. Approval to advertise electronically for new Finance and Human Resources software.

Ms. McMichael wrote in a memo that in the 20-21 Budget, Council approved for a Finance and Human Resources software conversion and replacement. Due to the projected cost of the project, staff needed to follow the formal bidding guidelines. The Request for Proposal must be advertised seven full days before the date of the bid opening. Staff typically advertised in a newspaper of general circulation. However, they felt that advertising in the local paper would be expensive, and the ad would not reach the software vendors. Therefore, advertising electronically on the City’s website was the better option. Staff would be mailing the Request for Proposal to software vendors who they felt would be interested in sending in a proposal. Staff requested Council’s approval to use the electronic advertisement only for the Finance and Human Resources Software conversion and replacement.

- c. Approval of City of Eden Emergency Paid Sick Leave.

Ms. McMichael wrote in a memo that the Families First Coronavirus Response Act, passed in March as the federal government’s first response to the COVID-19 crisis, was a law with many parts. The Emergency Sick Leave Act and the Emergency Family and Medical Leave Expansion Act were the two most familiar to public employers. The stimulus bill that was passed December 21, 2020 did not extend the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act. Those laws and the benefits they provided to employees expired at midnight, December 31, 2020. Staff asked Council to approve the attached policy to extend the Emergency Sick Leave Act until June 30, 2021. Since we are still facing the pandemic, it made the most sense to continue this benefit to employees. For the employees who have used 80 hours of the Emergency Paid Sick Leave, they would have to use their personal time should they need to take more sick time. For the employees who have used a portion of the 80 hours or not any of the 80 hours, this would give them sick time they could use should they become exposed or test positive for COVID-19. We are in hopes that all employees remain healthy and safe during these unprecedented times.

The City of Eden is taking steps to protect our employees with the expiration of the Families First Coronavirus Response Act (FFCRA) on December 31, 2020. It is the City’s goal to continue to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The City of Eden is committed to provide accurate information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The City of Eden will provide eligible employees with temporary emergency paid sick leave under certain conditions. This policy will become null and void should Congress adopt an Emergency Paid Sick Leave Act prior to the expiration date of this policy.

The City of Eden Emergency Paid Sick Leave

The City of Eden Emergency Paid Sick Leave is separate from and independent of Family and Medical Leave (FMLA) and is independent of any existing sick leave policies that the City grants employees in the normal course of business.

The policy allows an eligible employee to qualify for emergency paid sick leave as follows:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by their healthcare provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19.
3. The employee is showing symptoms of COVID-19 and is actively seeking but has not yet received a medical diagnosis;
4. The employee is caring for an individual subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare provider to self-quarantine for COVID-19 related reasons;
5. The employee is caring for his or her son or daughter because the child’s school or childcare facility has been closed or the childcare provider is no longer available because of COVID-19 related reasons; or

- 6. The employee is experiencing substantially similar conditions as specified by the Federal Secretary of Health or Human Services, in consultation with the Federal Secretaries of Labor and Treasury.  
Eligibility

All employees who have been employed with the City for at least 30 days (full-time, or part-time) are eligible for EPSL in the event the employee is unable to work or telecommute because the employee meets one or more of the conditions stated above.

Duration/Compensation

Employees are eligible for, on a one-time basis, the following:

- Full-Time employees: 80 hours of pay at their regular hourly rate of pay. However, when caring for a family member, for reasons 4, 5 and 6 above, EPSL is paid at two-thirds the employee’s regular hourly rate of pay.
- Part-Time employees: The number of hours the employee worked, on average, over the most immediate prior full pay period. However, when caring for a family member, for reasons 4, 5 and 6 above, EPSL is paid at two-thirds the employee’s regular hourly rate or pay.

Paid leave under this policy is limited to \$511 per day (or \$5,110 in total) where leave is taken for reasons 1,2, and 3 described above (generally, an employee’s own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4, 5, or 6 (generally care for others or school closures).

General Rules

- Employees may elect to use EPSL prior to utilizing any accrued paid sick leave under the City’s sick leave policy.
- Employees that have used all or a portion of the original 80 hours mandated by the federal government, will not receive additional hours for EPSL.
- No leave provided by the City under any governmental act prior to January 1, 2021, may be credited against the EPSL eligibility.
- Employees are responsible for immediately notifying Human Resources of their intent to utilize this policy, so that the appropriate application paperwork may be given to the employee in a timely manner.
- Employees must successfully complete the necessary application paperwork and return it to Human Resources in a timely manner in order to receive compensation under this policy. Failure to return application paperwork and required supporting documentation in a timely manner may result in a delay in receiving compensation under this policy.
- Employees seeking compensation under this policy found solely to be taking this leave to defraud the City will be subject to disciplinary action up to and including termination of employment.
- The City will not retaliate against any employee who requests to take EPSL in accordance with this policy.
- This policy expires on June 30, 2021.

Definitions

Child Care Provider Defined for the Purposes of EPSL

For the purpose of this policy, the term “child care provider” is defined as one who provides child care services on a regular basis and receives compensation for those services, including an ‘eligible child care provider’ as defined in Section 658P of the Child Care & Development Block Grant Act of 1990 (42 USC 9858n).

School Defined for Purposes of EPSL

The term “school” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in Section 8101 of the Elementary & Secondary Education Act of 1965 (20 USC 7801).

- d. Adoption of an ordinance to amend Chapter 2 (Administration) of the City Code to include the Eden Youth Council.

City Attorney Erin Gilley wrote in a memo that she prepared an amendment to Chapter 2 of the City Code that codified the Eden Youth Council. This commission of the City Council had been in existence since 2012; however, it was never made a part of the City Code. This commission was created by action of the City Council, members were appointed at the direction of City Council, and the commission had been and was currently advised and assisted by City Staff at the direction of City Council. The proposed ordinance codified the bylaws that had been adopted by the Eden Youth Council each year.

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF EDEN

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that Article III of Chapter 2 Administration of the Eden City Code is amended by adding a division to be numbered as Division 6 Eden Youth Council, which division reads as follows:

DIVISION 6 EDEN YOUTH COUNCIL

§ 2-95. CREATED.

There is hereby created and established the Eden Youth Council by the Eden City Council.

§ 2-96. COMPOSITION, STRUCTURE.

(A) Representation. The Eden Youth Council, sponsored by the Eden City Council, shall seek its membership to be a diverse representation reflecting the community.

(B) Membership. Any youth aged 14-20 who lives in the Morehead Attendance Zone or attends Morehead High School. Attendance at Morehead High School is not a requirement to be a member of the Eden Youth Council. Duties of the General Council member are to attend all meetings and special events and participate in one Council project.

(C) Application Process. Members of the Eden Youth Council shall be chosen through an application process. Interested parties shall complete the application form. The Eden City Council and selected leaders of the community shall review the applications and serve as the selection committee.

(D) Appointment of Members. The selection committee shall appoint the members of the Eden Youth Council.

(E) At Large Member. There may be one 8th grade At Large Member per council.

§ 2-97. OFFICES.

(A) Offices of the Executive Council. The Eden Youth Council shall have appointed from its members a Chairperson, Vice Chairperson, Secretary, Media Coordinator, and a Recruiting Coordinator.

(B) Officer Duties. The duties of the officers shall be as follows:

(1) The Chairperson shall preside at the meetings of the Eden Youth Council and shall be charged with the administration of the affairs of the Youth Council. The Chairperson shall prepare agenda for all Council meetings, coordinate all programs and endeavors of the council, assign temporary replacement for any officer in temporary absence, be responsible for all duties assigned to him/her by the Council, Executive Board, or Advisor, receive community youth information, and bring it to the Council, have the right to vote twice on any matter brought before the Council in the event of a tie, represent the Council in public appearances when possible to do so, call emergency meetings of the Council and Executive Council as needed, and attend all meetings and special events.

(2) The duties of the Vice-Chair shall be to perform the duties and exercise the power of the Chair during the absence of the Chair. The Vice-Chair shall carry out all duties of the Chairperson in his/her temporary absence, oversee all projects of the Youth Council, be responsible for ensuring all project reports are made on schedule, assure that all council meetings and Executive Council meetings are conducted in accordance with Robert's Rules of Order, properly facilitate any and all elections/votes within the Council meetings, be responsible for all duties assigned to him/her by the Council, Chairperson, or Advisor, attend all meetings and special events.

(3) The duties of the Secretary shall be to prepare and keep a record of the attendance and minutes of all of the meetings/events, present the minutes in written/digital format at each Council meeting, or email them to the Advisor up to two days before the next meeting and Advisor will bring the minutes to the meeting, maintain the calendar and schedule of Council activities, be responsible for all duties assigned to him/her by the Council, Executive Council, or Advisor, and attend all meetings and special events.

(4) The duties of the Media Coordinator shall be to coordinate recruitment campaigns with the Recruiting Coordinator, coordinate publicity for the Council, coordinate publicity for Council projects, be responsible for all duties assigned to him/her by the Council, Executive Council, Chairperson, or Advisor, attend all meetings and special events.

(5) The duties of the Recruiting Coordinator shall be to promote and increase council membership by recruiting prospective members, plan and implement one Membership Drive to recruit new members by working with school representatives, and other members of the council, plan and implement membership meetings to discuss with school administrators and/or guidance counselors matters dealing with recruiting, attend all meetings and special events.

(C) Selection of Officers. The officers of the Eden Youth Council shall be selected annually. The officers of the Youth Council shall be appointed by the Selection Committee with recommendations coming from the prior year's Executive Council.

(D) Term of Officers. The term of all offices shall be for one year; however members may re-apply after expiration of term provided they still meet the qualifications.

§ 2-97. MEETINGS.

(A) Regular Meetings. Regular meetings of the Eden Youth Council shall be held once a month. The time and day shall be determined each year by the Youth Council. The principal meeting place of the Youth Council shall be at Eden City Hall. Robert's Rules of Order shall govern the proceedings of the Youth Council in all cases to which they are applicable, and in which they are not inconsistent with these by-laws. Matters for consideration by the Youth Council shall be presented only at Youth Council meetings.

(B) Special Meetings. Special meetings may be called upon the request of the Chairperson. Request for special meetings shall be sent via electronic mail, or by telephone, to the office of the City Clerk at least 48 hours before the time of the meeting. This request shall include the reason or reasons for requesting the special meeting. The Chair shall notify every member of the Youth Council via electronic mail or by telephone. No subjects other than those stated in the notice shall be considered at the special meeting.

(C) Open Meetings. All meetings of the Eden Youth Council shall be open to the public.

(D) Quorum. The presence of a majority of the entire membership of the Eden Youth Council shall constitute a quorum for a meeting of the Youth Council. A quorum is necessary to transact official business at any meeting.

(E) Voting. The affirmative vote of a majority of the members present shall be necessary to adopt a recommendation. In the event of a tie vote, the Chair will have a second vote to break the tie.

(F) Order of Business. The Chairperson of the Youth Council shall, when present, call the members of the Youth Council to order. Before proceedings to business, the roll of the members shall be called, and the names of those present (and absent) entered in the minutes. If a quorum is present, the order of the business shall be:

(1) Pledge of allegiance.

- (2) Approval of the minutes of the previous meeting.
- (3) Public comments and/or matters for consideration.
- (4) Unfinished business.
- (5) New Business
- (6) Reports from Project Leaders.
- (7) Announcements.
- (8) Adjournment.

(G). Recordings of Meetings. The proceedings of the Youth Council shall be recorded by the Secretary. Records shall be preserved in accordance with the record retention schedule established by the Office of the City Clerk.

(H). Attendance. Attendance at regular Youth Council meetings is expected by all members. If a member cannot attend due to sickness or for a duly authorized reason, the member shall notify the Chair of the Eden Youth Council to be considered as an excused absence. Any member who fails to appear and be counted present at any regular meeting or special meeting shall be recorded as absent. To remain as a Youth Council member, there shall be no more than three excused and one unexcused absence per year at the monthly scheduled meetings. Each Youth Council member will be expected to attend at least one City Council meeting (exclude the December meeting) in addition to the August swearing in meeting.

§ 2-99. REPORTS.

Chair and Vice Chair will present any special reports to the Eden City Council and ask for support from all Youth Council members.

§ 2-100. ROLE OF THE EDEN CITY COUNCIL.

The Eden City Council shall receive recommendations from the Eden Youth Council. The Eden City Council shall provide support staff to the Eden Youth Council to assist them in carrying out their duties. The Eden City Council shall communicate upcoming issues to the Eden Youth Council so they may respond accordingly. Each City Council member will be asked to attend at least one Youth Council meeting.

The Eden Youth Council may receive contributions from private agencies, foundations, organizations, individuals and state or federal government, or any other source on behalf of the City, in addition to any sums appropriated for its use by the City Council, to be used and accounted for as directed by the City Council or its designated Staff assistance.

APPROVED AND ADOPTED, this 19th day of January, 2021.

CITY OF EDEN

BY: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

- e. Adoption of an ordinance to amend Chapter 2 (Administration) of the City Code to include the creation of a Citizen Advisory Parks Commission.

This item was moved under New Business as item 11(b).

- f. Approval of funding and a grant agreement for the Community Development Block Grant Coronavirus Program awarded to the City.

Ms. Stultz wrote in a memo that the City was awarded \$900,000 of Community Development Block Grant (CDBG) funds for the NC CDBG Coronavirus (CDBG-CV) Program. These funds would be used to help low to moderate income citizens with utility, rent and/or mortgage payments of up to \$1,000 per household. The department recommended Council authorize Mayor Hall to execute the Funding Approval and Grant Agreement.

*A copy of this agreement is on file in the City Clerk's Office.*

- g. Approval of an agreement providing funding for a Senior Center Technology Training Program.

Recreation Supervisor Carla Huffman wrote in a memo that The Garden of Eden Senior Center had the opportunity to receive a grant that would allow the City to offer additional senior technology classes at the site. The grant was for \$12,250 to purchase iPads and tablets for participants to check out and take home for practice during the 8-week class. It would also pay for the data, curriculum and included funds to train teachers and pay for the instructor. The City would be reimbursed for the purchases and would not have to spend any money for the program.

*A copy of this agreement is on file in the City Clerk's Office.*

A motion was made by Council Member Carter to approve the Consent Agenda. Council Member Ellis seconded the motion. All members voted in favor (according to a roll call vote by Mayor Hall). The motion carried.

ANNOUNCEMENTS:

Mayor Hall said the Council Budget Retreat would be held on January 20. He stated that Mr. Mendenhall did a good job of preparing City staff so it would be a smooth meeting. He encouraged everyone to continue wearing masks, social distance and to get the vaccine as soon as possible. He also said he recently rode around the City and noticed the amount of trash on every road he traveled down and pleaded



for people to stop littering. He encouraged others to observe it the next time they rode through the City and welcomed any thoughts on putting a stop to it.

Council Member Hampton said The Boulevard was having a prayer walk on January 30 at 10 a.m. If anyone was unable to walk, they were welcome to participate in prayer from the event center or their homes while others were walking. Refreshments and drinks would be provided as well.

Council Member Ellis apologized for being late to the meeting as he had experienced technical difficulties. He also asked for prayer for the entire nation as the following day would be Inauguration Day.

Council Member Hunnicutt asked if the Council Budget Retreat began at 10 a.m.

Mayor Hall answered yes and added that it would take place in the Council Chambers.

Council Member Epps said it would be his first time in 19 years that he would not be able to attend the Council Budget Retreat due to a death within his church and the funeral being held on the same day. He asked to be updated afterwards.

Mayor Hall asked Mr. Mendenhall if some people would be attending the retreat via Zoom and if so, questioned if it would be recorded.

Mr. Mendenhall answered yes and added it would be a combination of Zoom and in-person attendance that would be recorded.

Mayor Hall advised Council Member Epps that he could get a copy of the meeting and to reach out to Mr. Mendenhall with any follow-up questions. He expressed his sympathy for Council Member Epps' loss within his church.

ADJOURNMENT:

As there was no further business to discuss, a motion was made by unanimous consent to adjourn.

Respectfully submitted,

\_\_\_\_\_  
Deanna Hunt  
City Clerk

ATTEST:

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Neville Hall  
Mayor