MINUTES OF THE MEETING OF THE GOLDSBORO CITY COUNCIL
DECEMBER 6, 2021

WORK SESSION

The City Council of the City of Goldsboro, North Carolina, met in a Work Session in the Council Chambers, City Hall, 214 North Center Street, at 5:00 p.m. on December 6, 2021.

Call to Order. Mayor Ham called the meeting to order at 5:00 p.m.

Roll Call.

Present: Mayor David Ham, Presiding
Mayor Pro Tem Taj Polack
Councilmember Hiawatha Jones
Councilmember Bill Broadaway
Councilmember Brandi Matthews
Councilmember Charles Gaylor, IV
Ron Lawrence, City Attorney
Tim Salmon, City Manager
Laura Getz, City Clerk

Absent: Councilmember Gene Aycock

Adoption of the Agenda. Upon motion of Councilmember Broadaway, seconded by Councilmember Jones and unanimously carried, Council adopted the agenda.

Old Business.
Engineering Project Update. Marty Anderson, City Engineer shared the following presentation with Council. Mr. Anderson shared this is an update from the July 2021 presentation.

Utility Funding Project Overview

- $6.8M in water and wastewater lines replacement/ rehabilitation under construction
- $2.4M in various utility projects
- $11.5M in water and wastewater lines replacement/rehabilitation in new future projects in process
- $3.60M in FY 2021 FY 2022 budget for the WTP, WWTP, pump stations and Master Utility Plan

Engineering Projects Update

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Comments/ Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 3a Storm Rehabilitation Project</td>
<td>6.8M</td>
<td>July 2021</td>
<td>December 2021</td>
<td>Complete</td>
<td>Developer issues</td>
</tr>
<tr>
<td>2016 Infrastructure Projects</td>
<td>10M</td>
<td>2016</td>
<td>Complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 Pl Water Line (Webb)</td>
<td>700K</td>
<td>2016</td>
<td>Complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016 Water System Improvements</td>
<td>3.6M</td>
<td>July 2016</td>
<td>December 2016</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>
Mr. Anderson shared that state law has changed regarding utility relocation. The city is still responsible for 50% of the William Street widening project. Any future projects with NCDOT that require utility relocations, the city will have to pay 25% and NCDOT will pay 75%. Council discussed ARP guidance regarding projects.

New Business.

LIHWAP Agreement Presentation. Nina Williams, Income Maintenance Program Administrator for Economic Services Program with the Wayne County Department of Social Services shared the following presentation:

**LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM**

**LIHWAP Funding Sources**

**TARGET POPULATION**

**COUNTY RESPONSIBILITY**

**HELPFUL LINKS**

**WHAT IS LIHWAP?**

**HOW DOES THE PROGRAM WORK?**

**Vendor Responsibility**

**HANDOUTS**

**LIHWAP Agreement**
Ms. Williams shared the program was implemented effective December 1, 2021. Council discussed the program with Ms. Williams.

**Utility Rate Study.** Dave Hyde with Stantec shared the following presentation:

- **Background**
- **Assumptions**
- **Financial Planning Scenarios**
- **BOA**

**Financial Planning Assumptions - Expenditures**

- Fund balance as of 7/1/2020
- FY22 budget used as starting point for modeling
- Expenditures included are those with excessive long term average annual 3%
- Total outstanding debt service of $24B
- Significant projected capital spending: $18B (FY22 - FY 35)

**Operating and Maintenance (O&M) and Existing Debt Forecast**

- Projecting no future growth in costs or changes in volume
- Non-wage revenues forecasted based on FY 22 budget (no inflation applied)
- American Rescue Plan Act (ARPA) funding of $26 million in FY22 budget used to fund capital

**Objective**

- Sufficient Reserve Levels
- Gradual increase of operating reserve target from 2 to 6 months by FY 30
- Structural Balance of Revenues to Expenditures
- Ratio of net income to debt payments

**Capital Improvement Projects**

- 10-year capital improvement plan
- Projects are priority for 2022-2023
- Project priorities based on balance between cost and benefit
Council discussed the presentation and shared concerns regarding rate increases. Mr. Hyder stated that you are at a point where you have to do something going forward. He stated that prioritizing the CIP is probably a number one priority to determine what's most important.

Mayor Ham stated that we have a difficult decision to make and to consider the various rate increases. He stated Council should give this some serious thought and come back after the first of the year and attack this situation.

**HOME-ARP Presentation.** Felecia Williams, Community Relations Director presented the following:
Mayor Ham requested that Ms. Williams discuss the plans about proceeding. Ms. Williams stated that council discussed creating a homeless committee a few months ago. She stated that now we have the guidance from HUD, we have to align what we hoped to do with federal regulations. Ms. Williams explained the purpose of hiring a consultant. Council discussed the allocation plan. Councilmember Gaylor made a motion to approve the use of the 5% of HOME-ARP administrative funds received by HUD to hire a consultant to assist with the planning process. The motion was seconded by Mayor Pro Tem Polack and unanimously approved.

**Boards and Commissions Vacancies Discussion.** Laura Getz, City Clerk presented the following:

**Commission on Community Relations and Development — 6 Vacancies**

<table>
<thead>
<tr>
<th>Name</th>
<th>Eligibility</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahmad Pittman</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Tracy Lewis</td>
<td>Not Eligible for Reappointment</td>
<td>---</td>
</tr>
<tr>
<td>Myelle Thompson</td>
<td>Not Eligible for Reappointment</td>
<td>---</td>
</tr>
<tr>
<td>Terri Bradley</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Elvira Johnson</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Marcus Lewis</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
</tbody>
</table>

*Board recommends for appointment: Denise Severino-Todd; Willie Smith; Lauri Kaufman

*8 applications received to date*

**Goldsboro Municipal Golf Course — 6 Vacancies**

<table>
<thead>
<tr>
<th>Name</th>
<th>Eligibility</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Farfou</td>
<td>Not Eligible for Reappointment</td>
<td>---</td>
</tr>
<tr>
<td>Chip Spiron</td>
<td>Eligible for Reappointment</td>
<td>---</td>
</tr>
<tr>
<td>Kenny Loftin</td>
<td>Eligible for Reappointment</td>
<td>---</td>
</tr>
<tr>
<td>Gina Price</td>
<td>Resigned October 22, 2021</td>
<td>Board recommends replacement due to inactivity</td>
</tr>
<tr>
<td>Rose Wright</td>
<td>Resigned October 22, 2021</td>
<td>---</td>
</tr>
<tr>
<td>Joe Thomas</td>
<td>Resigned</td>
<td>---</td>
</tr>
</tbody>
</table>

*1 application received to date*
**Historic District Commission -- 2 Vacancies**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Liegel</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Donna Stevenson</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
</tbody>
</table>

*3 applications received to date

**Goldsboro Recreation & Parks Commission -- 4 Vacancies**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcese Mitchell</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Glenda Creech</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Linda Farmer</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Maria Newsome</td>
<td>Not Eligible for Reappointment</td>
<td>Student can only serve 1 year</td>
</tr>
</tbody>
</table>

*4 applications received to date

**Mayor's Committee for Persons with Disabilities -- 8 Vacancies**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Snodgress</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Kenneth Coley</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Don Willis</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Donald Rhue</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Pier Protz</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Janet Baber</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Tammy Mathis</td>
<td>Eligible for Reappointment</td>
<td>Board recommends reappointment</td>
</tr>
<tr>
<td>Doug Seymour</td>
<td>Resigned September 16, 2021</td>
<td>---</td>
</tr>
</tbody>
</table>

*Board recommends for appointment: Johnny Holland

*2 applications received to date

**Goldsboro Planning Commission -- 2 Vacancies**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mia Barnett</td>
<td>Resigning as of December 31, 2021</td>
<td>---</td>
</tr>
<tr>
<td>Chris Boyette</td>
<td>Not Eligible for Reappointment</td>
<td>---</td>
</tr>
</tbody>
</table>

*6 application received to date

**Travel and Tourism Advisory Council -- 3 Vacancies**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bharat Prajapati (Hotelier)</td>
<td>Not Eligible for Reappointment</td>
<td>---</td>
</tr>
<tr>
<td>Diane Belmont (At-Large)</td>
<td>Resigned</td>
<td>---</td>
</tr>
<tr>
<td>Tyrone Barrett (Hotelier)</td>
<td>Resigned</td>
<td>---</td>
</tr>
</tbody>
</table>

*Board recommends for appointment: Viola Figueroa; KerriAnn Jayne (Hotelier); Judith Gray (Hotelier)

*8 applications received to date

Council discussed the vacancies and recommended the following citizens for appointment.

**Commission on Community Relations and Development**

Denise Severino-Todd  
Melissa Potts  
*Second Term Appointees*  
Ahmad Pittman  
Terri Bradley  
Elvira Johnson  
Marcus Lewis

**Goldsboro Municipal Golf Course**

Christopher Morrissey  
*Second Term Appointee*  
Chip Spiron

Council discussed the Goldsboro Municipal Golf Course Committee. Mr. Salmon stated there is a general satisfaction with the Golf Course and suggested adding members of the committee to the Recreation Advisory Committee. Mr. Salmon asked for a motion to stand down the Golf Course Committee, there was no motion made. Council discussed the Golf Course Committee and reducing the number of members. The clerk will present an ordinance at the next meeting reducing the number of members of the Golf Course Committee for approval.
Historic District Commission  
*Second Term Appointees*  
Linda Liegel  
Donna Stevenson  

Parks and Recreation Advisory Commission  
*Second Term Appointees*  
Maurice Mitchell  
Glenda Creech  
Linda Farmer  

Mayor Pro Tem Polack requested the student member position remain on the board.

**Mayor's Committee for Persons with Disabilities**  
Johnny Holland  
Shelby Ostendorf  
*Second Term Appointees*  
David Snodgress  
Kenneth Coley  
Don Willis  
Donald Rhue  
Pier Protz  
Janet Baber  
Tammy Mathis  

Council discussed increasing the number of members on the Mayor’s Committee for Persons with Disabilities. The clerk will present an ordinance at the next meeting increasing the number of members on the Mayor’s Committee for Persons with Disabilities for approval. Mayor Ham stated they will defer the appointment of the members pending an ordinance change.

Goldsboro Planning Commission  
Viola Figueroa  
William N. Rose Jr.  

Councilmember Broadaway discussed the reappointment of Chris Boyette and stated he should be grandfathered into his term; there was no action taken by Council.

**Travel and Tourism Advisory Council**  
LaToya Stallings  
Judith Gray  
KerriAnn Jayne  

The clerk will bring a resolution to the next meeting appointing members as discussed.

**Coronavirus Relief Fund Update.** Catherine Gwynn, Finance Director presented the following:

### Categories of Expenditures  
CRF (S.L. 2020-80)  
1. Medical expenses  
2. Public health expenses (mambah, supply expenses)  
3. Payroll expenses  
4. Expenses of actions to facilitate compliance with COVID-19 related public health measures  
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency  
6. Other COVID-19 related expenses reasonably necessary to the function of government to satisfy fund's eligibility criteria  
7. Grants to businesses and nonprofits  

### Timeline CRF Funding  
- Resolution to accept funding 9/9/20 (Res 2020-54)  
- Project Budget Approved by Council 9/31/20 (Ord 2020-22)  
- Project Budget amendment 6/21/21 (Ord 2021-18)  
- Total funding $968,887.50 to be spent by 12/31/21  

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![Chart](chart.jpg)
2. Public Health Expenses $36,363.00

- Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
- Expenses for acquisition and distribution of medical and protective supplies, including testing kits, personal protective equipment, and medical personal equipment to local governments, health care providers, and other entities, as well as for the purchase of mitigation supplies for early isolation and mitigation efforts, as well as mitigation supplies for the Federal, State, territorial, and Tribal governments.
- Expenses for distribution of public areas in other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
- Expenses for technical assistance to local authorities or other entities on the integration of COVID-19-related measures in public health and safety.

3. Payroll expenses $186,692

- For public safety, public health, health-care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as $387,737

- Expenses for local orders to residents, including for paragraph 3, citizens and other residents, to comply with COVID-19 public health measures.
- Expenses to ensure public health orders are met with reasonable attempts, in conjunction with other means.
- Expenses to ensure public health orders are met and to ensure compliance with COVID-19 public health measures.
- Expenses for the integration of COVID-19-related measures in public health and safety.
- Expenses for the integration of COVID-19-related measures in public health and safety.

5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as $100,000

- Expenses related to the provision of grants to small businesses to reinforce the costs of business interruption caused by required closures.
- Expenses related to a State, territorial, local, or Tribal government's public health support program.
- Expenses for unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the fund’s eligibility criteria (e) $48,897

The Mayor and Council, Ms. Gwynn and Mr. Salmon discussed the CRF Update. Mayor Pro Tem Polack requested using some of the funds to pay solid waste employees as part of the mitigation process and that they are overlooked. Ms. Gwynn shared that council could do a bonus as hazard pay to solid waste employees with certain conditions. Mayor Ham asked how Ms. Gwynn purposes to use the funds of $6,896. She shared the manager purposes using it toward public safety pay. Mr. Salmon shared his determination regarding doing hazard pay. Council discussed the use of the funds and decided to come back at a later time to discuss hazard pay.
bonuses. Councilmember Gaylor made a motion that we go ahead and allocate the remaining funds to public safety payroll at this time, the motion was seconded by Mayor Pro Tem Polack and unanimously carried.

There being no further business, the meeting recessed until 7:00 p.m.

**CITY COUNCIL MEETING**

The City Council of the City of Goldsboro, North Carolina, met in regular session in Council Chambers, City Hall, 214 North Center Street, at 7:00 p.m. on December 6, 2021.

Mayor Ham called the meeting to order at 7:00 p.m.

Mr. Rod White provided the invocation. The Pledge of Allegiance followed.

**Roll Call.**

Present: Mayor David Ham, Presiding  
Mayor Pro Tem Taj Polack  
Councilmember Hiawatha Jones  
Councilmember Bill Broadaway  
Councilmember Brandi Matthews  
Councilmember Charles Gaylor, IV

Absent: Councilmember Gene Aycock

**Approval of Minutes.** Mayor Pro Tem Polack made a motion to approve the minutes of the Work Session and Regular Meeting of November 15, 2021. The motion was seconded by Councilmember Jones and unanimously carried.

**Presentations.**

**Redistricting Presentation.** Caroline Mackie, Marshall Hurley and Bill Gilkeson with Poyner Spruill, LLC presented the following:

- City of Goldsboro Redistricting
- Local Redistricting Service
- B-226 Work Session
- Who We Are
- Why Redistricting?
- Why do you need to redistrict?
- Demographic changes
- Legal considerations
- An overview of the process
- Timeline

**City of Goldsboro Charter Sec. 3.2:**

The city shall be divided into six (6) single-member electoral districts and the qualified voters of each district shall elect one council member who resides in the district, for the seat apportioned to that district.
Determining whether there is substantial equality

- +/-5% rule: Using total population from the 2020 Census, are the current districts within +/-5% of the ideal district population?

Goldwater Current City Council Districts in Official 2020 Census

<table>
<thead>
<tr>
<th>District</th>
<th>Population</th>
<th>Population%</th>
<th>Voting Age</th>
<th>Voting Age%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4,806</td>
<td>100%</td>
<td>3,169</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>4,847</td>
<td>100%</td>
<td>3,173</td>
<td>100%</td>
</tr>
<tr>
<td>3</td>
<td>5,044</td>
<td>100%</td>
<td>3,303</td>
<td>100%</td>
</tr>
<tr>
<td>4</td>
<td>5,322</td>
<td>100%</td>
<td>3,455</td>
<td>100%</td>
</tr>
<tr>
<td>5</td>
<td>4,806</td>
<td>100%</td>
<td>3,173</td>
<td>100%</td>
</tr>
<tr>
<td>6</td>
<td>3,878</td>
<td>100%</td>
<td>2,310</td>
<td>100%</td>
</tr>
</tbody>
</table>

Counties Total: 25,287

Who draws the new districts?

Council + staff + consultants.

The governing body for the local government is responsible for enacting new districting plans every 10 years. N.C.G.S. § 160A-23

One caveat: The General Assembly retains the power to redistrict for the board by local act!

Race and Redistricting

- Racial gerrymandering/equal protection clause of the 14th amendment:
- Race cannot be the predominant factor in redistricting unless the use of race is narrowly tailored to a compelling governmental interest
  - What does predominant mean?
    - The race of voters bears on the boundaries of a district in a way that is racial
    - Example: Unintentionally or unintentionally
  - What is a compelling governmental interest?
  - Section 5 of Voting Rights Act: If the accommodations are test

Guiding Principles

- Some examples:
  - Small population
  - Multi-population, non-vested age population on registration returns
  - Compactness
  - Consideration of section administrative boundaries (using whole precincts as districts)
  - Preservation of communities of interest, race, color, or economic community
  - Avoiding racial or social boundaries

Guiding Principles (cont.)

- Preserving the core of existing districts
- REDRAWING existing districts (i.e., clean cuts)
- Compactness
- Avoiding gerrymandering (also known as "double digging")
- Planning for population growth
- No political considerations

Process

1. Determine necessity of redistricting based on population disparities
2. Reach consensus on criteria/guiding principles
3. LRS consultants to draw 2 alternative plans
4. Contract plans included
5. Public hearing
6. Can include input from members of the public

Timeline

- New districts should be adopted in ample time for necessary preparation and implementation by the Wayne County Board of Elections in order to give citizens familiarity with the boundaries of the new districts.
- Candidate filing period: July 2023
- Review and approval of a new districting plan in early 2022 will meet all necessary milestones dates well in advance of 2023 deadlines

Mayor Ham asked when the next meeting would be held. It was determined that Poyner Spruill will return to discuss redistricting criteria at the Council Retreat in February.

Habitat for Humanity Presentation. Matthew Whittle, Executive Director of Habitat for Humanity presented the following information:

- Habitat for Humanity's mission
- Projects and partnerships
- Need for affordable housing
- Opportunities for volunteers

10
Continental Society Proclamation Presentation. Read by Councilmember Jones, David Ham, Mayor of the City of Goldsboro, North Carolina, proclaimed December 11, 2021 as GOLDSBORO CHAPTER OF THE CONTINENTAL SOCIETIES, INC. DAY in Goldsboro, North Carolina, and commended this observance to our citizens.

Comatha Johnson, Second Vice President and Councilmember Jones shared comments regarding the Continental Societies.

Public Comment Period. Mayor Ham opened the public comment period. The following people spoke:

1. Willie Baptiste shared issues concerning traffic lights in the city and a neighboring home (1402 Lemon Street) that is in disrepair.
3. Thomas Rice, MLFL shared comments regarding the progress with the homeless village.

No one else spoke and the public comment period was closed.

Consent Agenda - Approved as Recommended. Mayor Ham presented the Consent Agenda. All items were considered to be routine and could be enacted simultaneously with one motion and a roll call vote. If a Councilmember so requested, any item(s) could be removed from the Consent Agenda and discussed and considered separately. In that event, the remaining item(s) on the Consent Agenda would be acted on with one motion and roll call vote. Mayor Pro Tem Polack moved the items on the Consent Agenda, Items E – K be
approved as recommended by staff. The motion was seconded by Councilmember Gaylor and a roll call vote resulted in all members voting in favor of the motion.

The items on the Consent Agenda were as follows:

Resolution authorizing an installment financing contract for rolling stock and computer equipment and technology for FY22 with Sterling National Bank pursuant to N.C.G.S. §160A-20. Resolution Adopted. On September 9, 2019, Council adopted a resolution designating the City Manager or the Finance Director as authorized to declare the City's official intent to reimburse expenditures. On July 1, 2021, the Finance Director issued the declaration of intent for the FY21-22 rolling stock and computer equipment and technology in the amount of $1,865,065.

Staff worked in conjunction with our financial advisors, Davenport, to issue an RFP to secure a commitment for a direct bank loan. The City received 10 responses, and each proposal was evaluated on interest rate, prepayment provisions, and bank closing fees. You will find attached an analysis of the top three rated financial institutions.

Staff recommends that City Council pass the proposed resolution to enter into an installment financing contract with the Lender, Sterling National Bank, for a fifty-seven (57) month installment contract for an amount not to exceed $1,900,000.00 at interest rate of 0.94%. If approved, the City intends on closing the financing on or before December 22, 2021.

The approved capital to be included in the loan is detailed in the list below.

<table>
<thead>
<tr>
<th>Seq. #</th>
<th>Department</th>
<th>Veh #</th>
<th>Veh to be Replaced</th>
<th>Replacement Item (If from Dept Sheet)</th>
<th>Adopted (5/12/21)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IT</td>
<td>E753</td>
<td>1997 Van E 123</td>
<td>2021 Ford Transit 5.4L (Van 1997)</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>2</td>
<td>IT</td>
<td>Computer Replacement Schedule</td>
<td>IT: Laptops, Printers, Servers, Storage</td>
<td>$800,000.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Buildings &amp; Grounds</td>
<td>J745</td>
<td>1998 Jeep Cherokee</td>
<td>2021 Ford F250 Extended cab truck</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Planning</td>
<td>P982</td>
<td>2001 Ford Ranger (FFV truck)</td>
<td>1997 Ford F-150 SRW CAB</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Streets</td>
<td>D1032</td>
<td>2016 International</td>
<td>10 Ton Dump</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>6</td>
<td>Solid Waste</td>
<td>G689</td>
<td>1996 Rear Loader</td>
<td>Rear Loader</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Solid Waste</td>
<td>H430</td>
<td>1997 Dodge Transfer</td>
<td>Transfer Truck</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Solid Waste</td>
<td>I833</td>
<td>1994 Dodge Transfer</td>
<td>Transfer Truck</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>9</td>
<td>Solid Waste</td>
<td>E737</td>
<td>1997 Dodge Transfer</td>
<td>Transfer Truck</td>
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</tr>
<tr>
<td>10</td>
<td>Fire</td>
<td>R986</td>
<td>2006 Chevy Tahoe</td>
<td>Administration Response Vehicle - F350</td>
<td>$48,000.00</td>
</tr>
<tr>
<td>11</td>
<td>Police</td>
<td>B0077</td>
<td>2007 Ford Expedition</td>
<td>2021 Dodge Charger V6 AWD</td>
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<tr>
<td>12</td>
<td>Police</td>
<td>B1085</td>
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<tr>
<td>13</td>
<td>Police</td>
<td>B2084</td>
<td>2005 Ford Explorer</td>
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<td>14</td>
<td>Police</td>
<td>B3774</td>
<td>2018 Chevy Tahoe</td>
<td>2022 Chevy Tahoe FFV 4WD</td>
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It was recommended that council adopt the following entitled resolution authorizing an installment financing contract for rolling stock and computer equipment and technology for FY22 with the Lender in an amount not to exceed $1,900,00.00, and authorize the Mayor and City staff to execute the financial instruments necessary to close the loan. Consent Agenda Approval. Polack/Gaylor (6 Ayes)

RESOLUTION NO. 2021-80 “RESOLUTION AUTHORIZING EXECUTION AND DELIVERY OF A PERSONAL PROPERTY INSTALLMENT FINANCING AGREEMENT TO FINANCE CERTAIN VEHICLES AND PERSONAL PROPERTY”

SU-10-21 – Jose G. Morquecho – East side of South Berkeley Boulevard between Ash Street and Elm Street. Order Adopted. The applicant is requesting a Special Use Permit for the operation of a tattoo parlor.

Frontage: 168.89 ft.
Depth: 272.56 ft.
Area: 45,085 sq. ft. or 1.04 acres
Zoning: General Business

The site is located within a strip commercial center which contains nine individual units. The unit that will be occupied by the applicant contains 1,500 sq. ft. (25 ft. by 60 ft.) and addressed as 112-I S. Berkeley Boulevard.

The applicant operates an existing tattoo parlor at 112-Q S. Berkeley Boulevard. He provides tattoo services by appointment only and caters to professionals, including servicemen from the SJAFB. He desires to relocate his business within a new tenant space which has greater visibility for attracting new customers.
The site is accessed by one 20 ft. wide, two-way curb cut from S. Berkeley Boulevard.

The applicant has submitted a floor plan for the tattoo parlor identifying a total of 5 workstations, a breakroom and lobby area and restrooms for customers and employees of the facility.

There are a total of 45 parking spaces (including two handicapped spaces) on the site. Based on the existing uses within the commercial strip center, a sufficient amount of parking spaces are available to serve the entire commercial development.

Days/Hours of Operation: M-F: Noon-6 p.m.
No. of Employees: 5

Since the building on the lot is existing and only one unit is to be leased for the proposed tattoo parlor, the applicant will not be required to retrofit the site to meet current requirements as they relate to landscaping.

On November 15, 2021, a public hearing was held before the Goldsboro City Council and the Planning Commission. In accordance with Section 2.4.10, Goldsboro City Council shall issue the special use permit unless it concludes based on the information submitted at the hearing that:

1. The permit request is not within its review authority according to 5.4 Table of Permitted Uses;
2. The application is incomplete;
3. The development will not comply with one or more requirements of the Unified Development Code;
4. The development will materially endanger the public health or welfare;
5. The development will substantially injure the beneficial use of adjoining or abutting property;
6. The development will not be in harmony with existing development and uses within the area in which it is located; or
7. The development will not be in general conformity with the Comprehensive Plan, Thoroughfare Plan or other plan officially adopted by Council.

At the public hearing, no one spoke in favor or against the request.

The Planning Commission at their meeting held on November 29, 2021, recommended approval of a Special Use Permit #SU-10-21 to allow a tattoo parlor to operate at 112-1 S. Berkley Boulevard, Goldsboro, North Carolina and located in the General Business (GB) zoning district.

It was recommended that council accept the recommendation of the Planning Commission and approve the request for Special Use Permit #SU-10-21 and adopt an Order approving the Special Use Permit #SU-10-21 to allow a tattoo parlor to operate at 112-1 S. Berkeley Boulevard, Goldsboro, North Carolina and located in the General Business (GB) zoning district. Consent Agenda Approval. Polack/Gaylor (6 Ayes)

**SU-11-21 – Sandra H. Bell (Accessory Dwelling) – Northwest of the terminus of Overbrook Road and Pine Ridge Lane. Order Adopted.** The applicant is requesting a Special Use Permit for the construction of an accessory dwelling located at 127 Overbrook Rd.

According to the City’s Unified Development Code, accessory dwellings are permitted in all single-family zoning districts or developed lots with the exception of the Agriculture (AG) zoning district only after the obtaining of a Special Use Permit approved by City Council.

Approval criteria for accessory dwellings are as follows:

1. Accessory dwellings/apartments must comply with all applicable local, state and federal housing codes.
   Only one accessory dwelling or apartment may be permitted per lot.
2. The accessory dwelling or accessory apartment shall not exceed forty percent (40%) of the square footage of the livable area of the principle structure or one thousand one hundred square feet of gross floor area, whichever is less.
3. An accessory dwelling shall be sited to the rear of the principle structure. All accessory dwellings shall meet the setback requirements established for the principle structures of the district in which they are located.

4. The exterior of the accessory dwelling shall be compatible with the principle residence in terms of color, siding, roof pitch, window detailing, roofing materials and foundation or skirting appearance. Manufactured homes shall not be pulled up to or attached to the principle residence and be considered an accessory dwelling or accessory apartment.

5. Where there is no public sanitary sewer service to the accessory dwelling, the County Health Department shall approve sanitary sewer services provided to such accessory dwelling before construction begins.

According to the submitted application, the applicant is requesting a Special Use Permit for the construction of a 12 ft. wide by 20 ft. deep (240 sq. ft.) accessory dwelling to be located in the rear yard of the property. Currently, the property is occupied by a single-story 3,182 sq. ft. single-family dwelling.

The applicant is proposing to initiate a complete remodel of her principle dwelling and desires to reside in a tiny home until the renovation is complete. Afterwards, only members of her immediate family would be allowed to utilize the accessory dwelling.

Frontage: 61 ft.
Area: 41.189 sq. ft. or .95 acres
Zone: (R-16) Residential

Staff has informed applicant of the fact that the proposed accessory dwelling must be constructed to meet the minimum requirements of the North Carolina Building Code, as well as, the supplemental regulations of the City’s Unified Development Code for accessory dwellings.

If the applicant’s request for a special use permit is approved, building elevations, a site plan, floor plan and construction specifications shall be submitted and approved by City staff before building permits can be issued.

On November 15, 2021, a public hearing was held before Goldsboro City Council and the Planning Commission. In accordance with Section 2.4.10, Goldsboro City Council shall issue the special use permit unless it concludes based on the information submitted at the hearing that:

1. The permit request is not within its review authority according to 5.4 Table of Permitted Uses;
2. The application is incomplete;
3. The development will not comply with one or more requirements of the Unified Development Code;
4. The development will materially endanger the public health or welfare;
5. The development will substantially injure the beneficial use of adjoining or abutting property;
6. The development will not be in harmony with existing development and uses within the area in which it is located; or
7. The development will not be in general conformity with the Comprehensive Plan, Thoroughfare Plan or other plan officially adopted by Council.

At the public hearing, no one spoke in favor or against the request.

The Planning Commission at their meeting held on November 29, 2021 recommended approval of a Special Use Permit #SU-11-21 for the construction of an accessory dwelling to be located at 127 Overbrook Rd., Goldsboro, North Carolina and within the Residential (R16) zoning district.

It was recommended that Council accept the recommendation of the Planning Commission and approve the request for Special Use Permit #SU-11-21 and adopt an Order approving the Special Use Permit #SU-11-21 for the construction of an accessory dwelling to be located at 127 Overbrook Rd., Goldsboro, North Carolina and within the Residential (R16) zoning district. Consent Agenda Approval. Polack/Gaylor (6 Ayes)
SU-12-21 Wayne Co. Project Shell – (Chemical Manufacturing Facility) Located at the corner of Challen Court and Gateway Drive and within Park East of the City of Goldsboro’s Industrial Business Park. Order Adopted. The applicant is requesting a Special Use Permit for the operation of a chemical manufacturing facility in the Industrial Business Park (I&BP-1) zoning district.

Frontage: 775.49 ft. (Gateway Drive)
791.34 ft. (Challen Court)
Depth: 966 ft. (average)
Area: 18.94 acres
Zoning: Industrial Business Park-1

On August 6, 2018, Goldsboro City Council approved site, landscape and building elevation plans for the County of Wayne to construct a commercial shell building at the proposed site for industry recruitment purposes. Once a specific use was determined for the site, complete and detailed site plans would be required and approved by City officials before construction permits would be issued.

On September 20, 2021, a public hearing was conducted to consider proposed minor text amendments to Article 5 of the City’s Unified Development Code to reflect the addition of chemical products, manufacturing and processing; and, the storage or treatment of hazardous materials or chemical uses as a special use within the Industrial Business Park (I&BP-1) zoning district.

Specifically speaking, minor changes for the proposed text amendment included:
1. Amending Section 5.4 Table of Permitted Uses by allowing both Chemical products manufacturing/processing and Storage or treatment of hazardous materials or chemical uses as a special use in the Industrial and Business Park (I&BP-1) zoning district;
2. Amending Section 5.5 Supplemental Use Regulations by adding to Subsections 5.5.4M and 5.5.4EE, Industrial and Business Park (I&BP) zoning district, as a permitted district for the use of Community Sensitive Heavy Industrial Uses (5.5.4M) and Storage or Treatment of Hazardous/Chemical Materials (5.5.4EE).

On October 4, 2021, City Council accepted the recommendation of the Planning Commission and adopted an ordinance amending the Unified Development Code to reflect the addition of chemical products, manufacturing and processing; and, the storage or treatment of hazardous materials or chemical uses as a special use within the Industrial Business Park (I&BP-1 zoning district and the associated minor text amendments.

According to the City’s UDO, chemical manufacturing facilities are classified as Community Sensitive Heavy Industrial Uses. As such, the following supplemental regulations are required for the proposed use:
1. The entire area of the site shall be enclosed by a six foot high opaque fence set back one hundred feet from any public right of way or residentially developed or zoned property and/or fifty feet from any other adjacent property.
2. The yard area between the fence and the property line, not used for parking, shall be planted with grass and have landscaping composed of large trees spaced not more than forty feet apart and not less than one row of shrubs thirty inches in height, spaced so that they will form a continuous visual screen six feet in height within three growing seasons.
3. No loading or unloading of materials shall occur outside of the fenced area.
4. A statement shall be submitted with the plans indicating whether any manufacturing or processing operation will create smoke, offensive odor, dust, noise, fumes or vibrations beyond the lot lines of the proposed use. If one or more of such conditions exist, the developer shall explain what measures will be taken to mitigate such conditions to acceptable levels.
5. The uses shall be located a minimum of one thousand feet from any residentially developed or zoned property.

The one thousand foot separation distance shall be measured in a straight line from property line to property line, with no consideration as to intervening structures, roads or landforms.
The applicant has submitted site, landscape, storm water, grading and drainage plans for the proposed use, as well as, a floor plan for the existing 50,277 sq. ft. commercial shell building. The building will consist of offices, a conference room, a lobby, break room, locker room, and restrooms for employees of the facility.

Approximately 47,225 sq. ft. of space will be reserved for chemical manufacturing processes. Additional acreage is available for future expansion purposes.

Two existing access drives front Challen Court. The southernmost access drive is paved and leads to a parking lot containing 18 parking spaces. The northernmost access drive is graveled and leads to a four-bay loading dock. Paved surfaces will be required for the northernmost access drive.

Manufacturing operations require 1 space per 2 employees on the maximum shift, plus 1 space for each vehicle stored on site. Currently, 12 employees will occupy the facility. The existing 18 parking spaces will provide sufficient parking for the proposed use. Additional acreage is available for future parking expansion purposes.

Existing street trees have been provided along Challen Court. Additional street trees will be required along Gateway Drive.

A storm water detention pond is located east of the principle building. Evergreen shrubs will be required to be installed around the pond for screening purposes.

City Engineering will require approval of storm water calculations and drainage plans prior to the issuance of construction permits.

Currently, the property is not located within Goldsboro’s corporate limits. City water and sewer are available to serve the property. In accordance with the Goldsboro Code of Ordinances, Section 53.17, the proposed use is classified as industrial. As such, a formal agreement shall be executed by the applicant for voluntary annexation on or before the expiration of seven years from the date a certificate of occupancy has been issued for the facility.

The site is not located in SJAFB’s Accident Potential Zone or within the Noise Overlay Contour. Base officials have commented that they do not foresee any concerns with the proposed use with regards to emergency hazards and do not anticipate it impacting the bases’ Hazard Assessments.

A commercial dumpster coral has not been shown on the submitted site plan. The coral will be required to be built to City standards and screened from public view.

If Council approves the Special Use Permit and associated site plans, the property will be subject to compliance with the City’s subdivision review ordinance and the North Carolina State Building Code before construction permits can be issued.

On November 15, 2021, a public hearing was held before Goldsboro City Council and the members of the Planning Commission. In accordance with Section 2.4.10, Goldsboro City Council shall issue the special use permit unless it concludes based on the information submitted at the hearing that:

1. The permit request is not within its review authority according to 5.4 Table of Permitted Uses;
2. The application is incomplete;
3. The development will not comply with one or more requirements of the Unified Development Code;
4. The development will materially endanger the public health or welfare;
5. The development will substantially injure the beneficial use of adjoining or abutting property;
6. The development will not be in harmony with existing development and uses within the area in which it is located; or
7. The development will not be in general conformity with the Comprehensive Plan, Thoroughfare Plan or other plan officially adopted by Council.
At the public hearing, one individual inquired as to the nature and scope of the proposed use. The applicant was present to answer questions pertaining to the matter.

The Planning Commission at their meeting held on November 29, 2021, recommended approval of a Special Use Permit #SU-12-21 for the operation of a chemical manufacturing facility to be located at 400 Challen Ct., Goldsboro, North Carolina and within the Industrial Business Park (IBP-1) zoning district.

It was recommended that Council accept the recommendation of the Planning Commission and approve the request for Special Use Permit #SU-12-21 and adopt an Order approving the Special Use Permit #SU-12-21 for the operation of a chemical manufacturing facility to be located at 400 Challen Ct., Goldsboro, North Carolina and within the Industrial Business Park (IBP-1) zoning district. Consent Agenda Approval. Polack/Gaylor (6 Ayes)

Rescheduling Council Meetings for 2022. Schedule Approved. The Goldsboro City Council normally meets the 1st and 3rd Mondays of every month for their Regular Council Meeting.

The following meetings need to be rescheduled due to holidays:
- Monday, January 3, 2022 due to New Year’s
- Monday, January 17, 2022 is in observance of Dr. Martin Luther King, Jr.’s Birthday
- February 21, 2022 due to Council Retreat
- Monday, July 4, 2022 due to Independence Day
- Monday, September 5, 2022 is in observance of Labor Day

Staff suggests Council consider rescheduling the above meetings to the following dates:
- Monday, January 10, 2022
- Monday, January 24, 2022
- Council Retreat will be held February 21-22, 2022 or February 23-24, 2022
- Combining the July meetings to Monday, July 11, 2022
- Tuesday, September 6, 2022

It was recommended that Council accept staff recommendations and approve the 2022 Regular Council Meeting schedule. Consent Agenda Approval. Polack/Gaylor (6 Ayes)

Updates to the Municipal Records Retention and Disposition Schedule. Resolution Adopted. The North Carolina Department of Cultural Resources, Division of Archives and History is responsible for assisting local governments in records management, including the destruction of obsolete records and the protection of essential records as provided by NC General Statues 121-5 and 132.

The Department of Cultural Resources has issued an amendment to the Records Retention Schedule, effective October 1, 2021.

The new update also requires a specific Agency Policy date for records to be discarded “when Administrative value ends,” and this period is deemed to be a period of no less than three (3) years.

The municipal records management program provides advice, service, and training in the control, maintenance, preservation, and disposal of official public records in the custody of local governmental units.

The term “Public Record” refers to any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of the North Carolina government or its subdivisions.

It was recommended that Council approve the following entitled Resolution adopting the 2021 General Records Schedule for Local Government Agencies and the 2021 Program Records Schedule for Local Government

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Agencies as updated by the North Carolina Department of Cultural Resources. Consent Agenda Approval. Polack/Gaylor (6 Ayes)

RESOLUTION NO. 2021-81 “A RESOLUTION ADOPTING THE NORTH CAROLINA GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES AND THE PROGRAM RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULES”

Code of Ordinances Update: Criminal Ordinance Amendments. Ordinance Adopted. On September 2, 2021, Governor Cooper signed SB300 Criminal Justice Reform into law. Part XIII of S.L. 2021-138 provides that, effective December 1, 2021, violation of a city ordinance may be a misdemeanor or infraction as provided by G.S. 14-4 only if the city specifies such in the ordinance. An ordinance may provide by express statement that the maximum fine, term of imprisonment, or infraction penalty to be imposed for a violation is some amount of money or number of days less than the maximum imposed by G.S. 14-4.

Prior to December 1, 2021, NCGS 160A-175, held that unless the city provided otherwise, a violation of an ordinance was a misdemeanor or infraction as provided by G.S. 14-4. So, by default, if city did not take action otherwise, ordinances were enforced criminally.

The Goldsboro City Council intends for certain ordinance violations to continue to be punishable as a misdemeanor and therefore have rewritten section 10.99: General Penalty to comply with the new law.

Part XIII of S.L. 2021-138; NCGS §160A-175-Enforcement of Ordinances states that no ordinance of the following types may impose a criminal penalty:

- Chapter 98: Streets And Sidewalks
- Chapter 110: Licensing Provisions
- Chapter 112: Massage Therapists And Massage Therapy Establishments
- Chapter 113: Peddlers And Itinerant Merchants
- Chapter 114: Vehicles For Hire
- Chapter 116: Licensing For Boarding And Rooming Houses
- Chapter 117: Pushcart And Mobile Food Unit Vendors
- Unified Development Ordinance

It was recommended that Council adopt the following entitled ordinance amending 10.99: General Penalty Ordinance, and Chapters 98, 113, 116, 117 of the City of Goldsboro Code of Ordinances. Consent Agenda Approval. Polack/Gaylor (6 Ayes)


End of Consent Agenda.

City Manager’s Report. Tim Salmon thanked Council for approving the $250.00 holiday bonus for city employees and provided a Covid update. He also mentioned the recent Boys and Girls Club pancake breakfast, and thanked participants and staff for supporting the Christmas parade.

Mayor and Councilmembers’ Reports and Recommendation.
Councilmember Jones shared she was thankful everyone had a wonderful Thanksgiving. She shared comments about a program she is implementing called, Warm Thoughts, Warm Wishes, for the unhoused. The program collects throws and socks. She also shared comments regarding the Empty Stocking Fund.

Councilmember Broadaway shared he was at Lights Up and is proud of our city. He thanked the Public Works staff for their work putting up the lights.

Mayor Pro Tem Polack shared that during the holidays we pray for unity and growth in our city by including individuals from all backgrounds for the prosperity within our community. He thanked everyone for
coming to Lights Up and the Christmas parade. He also gave a shout out to the Goldsboro High School ROTC and the Interact Club for feeding the homeless.

Councilmember Matthews shared she is excited to announce they will be having a community watch meeting for the Harris Street Estates in District 4. She shared the goal is to restart the neighborhood watches in each neighborhood within the district. She thanked Corporal Davis for her help getting the neighborhood watches started. She also shared that she has an update on some of the work that has been done over the past two years for District 4 on her Councilwoman Facebook page. She also updated everyone on the District 4 Love thy Neighbor toy drive.

Councilmember Gaylor thanked Police, Fire, Public Works, the Chamber of Commerce and others for making the Goldsboro Christmas Parade what it is today. He shared the number of entries was unreal.

Mayor Ham applauded all the city workers that were involved in making the Christmas parade successful. He also shared information about Covid and encouraged those that aren’t vaccinated, to get your vaccination.

Closed Session Held. Upon motion of Councilmember Broadaway, seconded by Mayor Pro Tem Polack and unanimously carried, Council convened into Closed Session to discuss a potential litigation matter.

Council came out of Closed Session.

The meeting adjourned at 8:59 p.m.

David Ham
Mayor

Laura Getz, MMC/NCCMC
City Clerk