



Council Meeting Agenda  
April 4, 2022  
6:00PM

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1. Call to Order ..... Mayor Ed Hooks
2. Invocation.....Pastor Sammy Ballard
3. Public Comments ..... Mayor
4. Consent Agenda ..... Mayor
  - a. Approval of Minutes- March 7, 2022 Regular Meeting
  - b. Petition for Voluntary Non-Contiguous Annexation- Hawfields Landing
  - c. City Representation on Regional Boards
  - d. Resolution seeking NC Division of Water Infrastructure funding- new 1 MG elevated storage tank
  - e. Water Resources Recovery Facility (WRRF) Reclassification- Laboratory Technician to Laboratory Supervisor
  - f. Adoption of 10 Year Utility Capital Improvement Plan to improve funding application and Adopting a Resolution for the WRRF expansion project requesting funding assistance from the State (CWSRF)
  - g. Reimbursement Resolution for the WRRF 1.5 MGD Expansion Project
  - h. Budget Amendment for the WRRF 1.5 MGD Expansion Capital Project Ordinance
  - i. Reimbursement Resolution for the Lake Michael Dam Spillway Replacement
  - j. Budget Amendment for the Oil Reclamation Shed
5. Public Hearings-
  - a. Ordinance to Extend the Corporate Limits- Duke University Health Systems- 1103 Crystal Lane ..... Lawson Brown, City Attorney
  - b. *Quasi-Judicial* Special Use Permit - Special Purpose Lot City of Mebane Elevated Water Storage Tank ..... Cy Stober, Development Director
6. Resolution Seeking AIA Grant for the study of existing water infrastructure as related to the January 2021 Lead and Copper Rule Revision (LCRR).....Josh Johnson, AWCK
7. Downtown Exterior Improvements Grant Awards..... Mr. Stober
8. Juneteenth Paid Holiday.....Beatrice Hunter, HR Director
9. MOU- Mebane Trail Rangers and Triangle Off Road Cyclist.....Aaron Davis, Recreation and Parks Director
10. MOU and Grant Application Alamance County Emergency Management and City of Mebane MACC Generator ..... Bob Louis, Fire Chief
11. Adjournment ..... Mayor



The Mebane City Council met for its regular monthly meeting at 6:00 p.m., Monday, March 7, 2022 in the Council Chambers of the Glendel Stephenson Municipal Building located at 106 East Washington Street.

Councilmembers Present:

Mayor Ed Hooks  
Mayor Pro-Tem Tim Bradley  
Councilmember Patty Philipps  
Councilmember Sean Ewing  
Councilmember Montrena Hadley  
Councilmember Jonathan White

Also Present:

Chris Rollins, City Manager  
Preston Mitchell, Assistant City Manager  
Lawson Brown, City Attorney  
Stephanie Shaw, City Clerk  
Cy Stober, Development Director  
Beatrice Hunter, HR Director  
Franz Holt, City Engineer  
Daphna Schwartz, Finance Director

Mayor Hooks called the meeting to order. Then called for a moment of silence.

During the Public Comment period, Carl Bradley offered positive comments about the new lighting at the entrance of the Mebane Community Park.

Mayor Hooks gave an overview of the Consent Agenda:

- a. Approval of Minutes- February 7, 2022 Regular Meeting
- b. Petition for Voluntary Contiguous Annexation- Duke University Health Systems- 1103 Crystal Lane
- c. Petition for Voluntary Non-Contiguous Annexation- Christie Graves- 462 Smith Drive
- d. Final Subdivision Plat- Bowman Village, Phase N2

Mr. Rollins requested that *Item c. Petition for Voluntary Non-Contiguous Annexation- Christie Graves- 462 Smith Drive* be withdrawn from the Consent Agenda. He stated that the property owner is wanting to connect to City sewer. He explained that the 1996 annexation policy needs reevaluation and clarification. He recommended that the property owner be given their building permit and continue on with their project.

Mr. Bradley made a motion, seconded by Mr. Ewing, to approve the Consent Agenda with the withdrawal of Item c. The motion carried unanimously.

**Item b.**

RESOLUTION SETTING DATE OF PUBLIC HEARING ON  
QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-31

Annexation No. 151

WHEREAS, a petition requesting annexation of the area described herein has been received;  
and

WHEREAS, certification by the City Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mebane, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Mebane Municipal Building at 6:00 p.m. on April 4, 2022.



Section 2. The area proposed for annexation is described as follows:

BEGINNING AT AN IRON PIPE THE NORTHWEST CORNER OF LOT 1 AS SHOWN ON PLAT BOOK 77, PAGE 49 OF THE ALAMANCE COUNTY REGISTER OF DEEDS; THENCE WITH SAID COMMON LINE SOUTH 18°07'46" WEST A DISTANCE OF 205.04 FEET TO AN IRON PIPE, THE EASTERN MOST CORNER OF LOT 12 AS SHOWN ON THE AFORE MENTIONED PLAT BOOK; THENCE WITH SAID COMMON LINE SOUTH 88°50'08" WEST A DISTANCE OF 196.61 FEET TO AN IRON PIPE, THE COMMON CORNER OF JEFFEREYS; THENCE WITH SAID COMMON LINE NORTH 11°38'23" EAST A DISTANCE OF 200.28 FEET TO AN IRON PIPE IN THE SOUTH LINE OF ROWLAND; THENCE WITH SAID COMMON LINE NORTH 89°17'53" EAST A DISTANCE OF 219.98 FEET TO THE POINT OF BEGINNING; CONTAINING 40,544 SQUARE FEET OR 0.93 ACRES.

Section 3. Notice of the public hearing shall be published once in the Mebane Enterprise, a newspaper having general circulation in the City of Mebane, at least ten (10) days prior to the date of the public hearing.

\_\_\_\_\_  
Ed Hooks, Mayor

ATTEST:

\_\_\_\_\_  
Stephanie W. Shaw, City Clerk

Public Hearings were held on requests from Carreno Developers, LLC for a rezoning from B-2 (General Business) to B-1(CD) (Central Business, Conditional District) to bring the property at 204 N. Fifth Street into consistency with surrounding zoning and address existing land use and site nonconformities and for a Special Use Permit to allow for the existing Planned Multiple Occupancy Group, as specified in Section 4-7.14 (C) of the Mebane Unified Development Ordinance (UDO).

Clerk Shaw swore in/affirmed the following persons providing testimony for the Quasi-judicial Special Use Permit portion of the public hearing.

Cy Stober, City of Mebane Development Director

LeAnn Brown, Attorney Representing the Developer- 101 Columbia Street, Chapel Hill, NC 27514

Anna Wirth, Architect – Flock Design and Architecture- 202 N. Seventh St., Mebane, NC 27302

Vic Knight, Certified General Appraiser- PO Box 2366, Chapel Hill, NC 27514

Shawn Sidener, EarthCentric Engineering- 204 E. Clay Street, Mebane, NC 27302

Mr. Stober gave an overview of the request. He explained that the applicant is proposing a restricted menu of uses for this zoning district rather than requesting all by-right uses otherwise allowed in the B-1 district. The applicant plans to renovate the existing structure and improve an underdeveloped and nonconforming parking lot. Two waivers from requirements of the Mebane UDO are requested:

- Waiver from the minimum required parking of 124 spaces, based upon the area of the retail and office space, with consideration for the provision of the Mebane UDO permitting deviations from parking requirements in the B-1 Central Business Zoning District
- Waiver from exterior building material standards to allow for the use of aluminum and steel on a portion of the building

Mr. Stober stated that the structure was built in 1952 and currently functions as a multiple occupancy group under nonconformance. Additionally, the parking is underdeveloped and nonconforming to City standards. The proposed development is consistent with the guidance provided within Mebane By Design, the Mebane Comprehensive Land Development Plan. In particular, it meets the description and goals of the Downtown, Mixed-Use Growth Area and is consistent with Growth Management Goals 1.1 and 1.2, as well as the goals and objectives of the Mebane Downtown Vision Plan. The project will bring an existing parking lot into conformance with City standards and improve the Downtown environment.

LeAnn Brown, attorney representing the applicant/developer, introduced those that would be providing testimony.

Mr. Brown requested that Mayor Hooks call for a vote to combine the public hearings. Ms. Philipps made a motion, seconded by Mr. Ewing, to combine the public hearings. The motion carried

unanimously.

Ms. Wirth gave a presentation via PowerPoint. She stated that the downtown property currently zoned B-2, lies within a sea of B-1 zoned businesses and does not conform with the B-2 requirements. Rezoning the property to B-1 would make the property consistent with the adjacent zoning and reduces the degree of non-conformity. Conditional Use limits the uses to those compatible with the surrounding area per the list of specific uses was provided in council packet. She went on to state that the special use permit is required for any multiple tenant occupancy that is over a certain size. Most of the existing uses are mercantile and business and they will stay as such. In addition to those requests, the developer is proposing a number of site improvements as follows:

- Increasing parking spaces from 10 to 38, including 5 ADA accessible spots
- Reducing overall impervious area and existing encroachment into the stream buffer
- Providing a defined solid waste management area
- Removal of existing fencing and replacing with landscaping
- Pedestrian pathway

Ms. Wirth explained that the pedestrian pathway aids in proper pedestrian access to and from the public parking across the street. She said it is the hope, that either through co-design or payment-in-lieu, the developer would be able to help with expediting the pedestrian pathway. The following proposed building modifications were also presented:

- Structural repair of the Northwest corner
- New concrete and steel porch at north façade
- New egress path from existing courtyard
- New egress path for Northeast tenant
- New ADA accessible path from parking

Ms. Wirth concluded her presentation with renderings of the existing façade and the proposed façade after the architectural modifications.

Mr. Knight gave his professional opinion, stating that in his opinion, when complete, the proposed repairs, renovations and compliance with the requested special use permit to 200, 202 & 204 N Fifth Street property, as a planned multiple occupancy commercial property, when 100% complete, would not materially endanger the public health or safety, nor would it injure the value of adjoining or abutting properties, it would be in harmony with Mebane's downtown Central Business district zoning in which this property is located, and will be in compliance and conformity with Mebane's UDO and downtown vision plan and policies adopted by the City of Mebane.

Ms. Brown gave her closing remarks. She stated that, as presented, the proposed design meets the four criteria required of a special use permit. These criteria are as follows:

- **Development will not materially endanger the Public health or safety.**

Increased parking, dedicated solid waste management, improved structural stability and improved fire access and utilities actually help to improve Public health and safety.

- **Development will not substantially injure the value of adjoining or abutting property.**

Given that the use (Planned Multiple Occupancy Group) is not intended to change and that the structural integrity of the building will be improved, no injury to neighboring property is anticipated.

- **Development will be in harmony with the area in which it is to be located.**

As shown, the site is currently an island zone located in the midst of B-1 and more closely meets the criteria of the B-1 district.

Additionally, the Special Use requested is already in existence in the building and has been for several years.

And the exterior will maintain many of the existing features mirrored in the adjacent structures.

- **Will be in general conformity with the land use plans and policies officially adopted by the Mebane City Council**

As noted, the Special Use request formally recognizes and maintains the existing nature and use of the existing structure as a Planned Multiple Occupancy Group, while the conditional rezoning places the site in the correct zoning of B-1.

Mr. Bradley said that four or five years ago, Alley, Williams, Carmen and King prepared a street design for Fifth Street from Clay Street to Ruffin Street that involved a cross walk, redesign of the sidewalk and rearrangement of parking in front of the building involved in this request. He asked if that concept could be merged together with what the developer is proposing on this project.

Mr. Stober said that design concept was considered during the technical review process of this project and that is why the developer did not want to commit to a set crossing since the City had already discussed crosswalk locations on Fifth Street.

Mr. Rollins stated that when the Dance Studio was located in that building, there were many concerns with the safety of the pedestrians crossing Fifth Street from the Dollar Tree parking lot to the Dance Studio so the City had AWCK design some crosswalk concepts, however, shortly after that tenant moved out and there were no more complaints so the crosswalk project was never funded.

After further discussion, Mr. Rollins said staff would be happy to pull those concepts back out and have discussions with the developer. There was further clarification that the City and the developer would collaborate on the design and a plan moving forward and that it is not assumed that the developer be financially responsible to install the City designed crosswalk.

Ms. Philipps expressed her delight in how well this project has been designed. She said these improvements are wonderful to see on a property located right in the middle of downtown. She also shared that three of the professionals involved in this project are all Mebane downtown based businesses and that makes her happy.

Mr. Ewing made a motion, seconded by Mr. White, to close the public hearing. The motion carried unanimously. Ms. Philipps made a motion, seconded by Mr. Ewing, to approve the B-1(CD) zoning as presented and a motion to approve the Special Use request for a Planned Multiple Occupancy Group as presented because it is both reasonable and in the public interest because it finds that it:

- a. Will not materially endanger the public health or safety;
- b. Will not substantially injure the value of adjoining or abutting property;
- c. Will be in harmony with the area in which it is located; and
- d. Will be consistent with the objectives and goals in the City's adopted plans, including its *Downtown Vision Plan* and *Comprehensive Land Development Plan Mebane By Design*.

The motion carried unanimously.

Mr. Stober presented a request for approval of a Planning Board appointment. He explained that the Planning Board has one (1) opening for appointment due to a vacancy, Lori Oakley's resignation. The seat's term will expire June 2023. The opportunity was posted on the City's website, to social media accounts, and legally advertised in the months of January and February 2022. Two applications were received for the position, both of whom reside in the City limits and therefore are eligible residents- Brian Burtram and William Chapman.

Ms. Hadley said both applicants have great credentials. She then made a motion to appoint William Chapman to the vacant seat on the Mebane Planning Board. Ms. Philipps seconded the motion. The motion carried unanimously.

Mr. Stober presented a request for approval of awarding Downtown External Improvements Grant (DEIG) funds to qualifying applications. He stated that at the November 1, 2021, meeting the City Council formally adopted the DEIG program. The approved budget allocated \$50,000 for Downtown Improvements as a matching funds grant program that will reimburse an individual up to 50% of qualifying expenses for exterior improvements to a Downtown property in one of four categories:

- Façade improvements;
- Outdoor seating;
- Exterior artwork; and
- Preservation of historic architecture and buildings.

An initial submittal deadline was established for February 15, 2022, allowing for consideration by the Council at this meeting. Any remaining funds not awarded at this meeting will be available for award to qualifying applicants on a first-come, first-served basis, and awarded at the Council's discretion. The grant is provided as an award prior to any activities and as a reimbursement for qualifying expenses, requiring proof of receipts, once work is complete. Applicants must provide a minimum of two quotes for the proposed project. Properties must be within the area of Downtown Vision Plan. Individual awards can be up to \$10,000 on a 50/50 match.

Ten (10) applications were received by February 15<sup>th</sup> for eleven properties in Mebane; one application was provided after that date. One of the applications was outside the Downtown District and therefore not eligible for award. Two applications were requesting reimbursement for work already done, which is not permitted, per the grant program requirements adopted by the City Council at the November 1, 2021, meeting. Currently, of the eight eligible applications received, three remain incomplete.

The City received six (6) qualifying applications, which are attached, to improve the following:

- 108 & 110 West Clay Street: \$6,205 to paint façade and sides of building grey or beige, repaint rear of building beige, and paint metal stair railings black
- 112 West Center Street: \$2,840 to replace rear perimeter fence and bring the fence into conformance with City standards;
- 115 West Clay Street: \$5,943.08 to restore the original leaded glass transom windows, repaint entryways, and install custom window boxes;
- 115 North Fourth Street: \$301.57 to replace the fabric awning;
- 130 West Clay Street: \$1,223.66 to replace storefront tinted glass windows; and
- 203 West Clay Street: \$10,000 to repoint exterior brick, replace fabric awnings, and paint entire building white

Mr. Stober went on to explain that the applicant for 108 & 110 West Clay Street requested to withdrawal their application with the intentions to resubmit. Qualifying requests total approximately \$17,000.00, to be awarded at City Council discretion.

Mr. White questioned if any of the improvements would require City approval if they were not submitting for the grant program. Mr. Stober replied, the fence would require a City permit, otherwise no. Mr. White suggested that it might be helpful to provide clarification about what the Council approval entails, either approval of the work being done or approval to help fund the improvements. Council discussed possibly moving the grant award approvals to the Mainstreet Coordinator after such is established but for now, as the DIEG policy states, Council will continue to approve the awards.

After considerable discussion, Mr. Ewing made a motion, seconded by Mr. Bradley, to award all presented projects with the exception of the requested withdrawal of the 108 & 110 West Clay Street properties. The motion carried unanimously.

Mr. Davis presented an informational item regarding the Recreation Department's partnership with several community leaders to put on the Juneteenth Freedom Day Community Celebration. The event will be held at the Mebane Community Park on Saturday, June 18<sup>th</sup> from 10 a.m. to 2 p.m. The event will include speakers, entertainment, vendors and food trucks.

Mr. Ewing said as Juneteenth has now been recognized as a Federal Holiday, he would like to see it become a City Holiday. He asked Council to consider moving forward with this and for their support to have staff draw up a policy to recognize this date as a City Holiday. Mayor Hooks agreed and requested staff bring back a recommendation at the April Council meeting.

Mr. Davis presented a request for adoption of a resolution to amend the fee schedule to allow for the sale of tickets to Recreation and Parks Events. Event tickets have not previously been added to the fee schedule. The proposed ticket price of \$25.00 would be added to the fee schedule. Ms. Hadley made a motion, seconded by Mr. Ewing, to a Resolution amending the fee schedule for 2021-2022 as presented. The motion carried unanimously.



expressed his support to appoint Ms. Burkholder.

The motion carried unanimously.

Mayor Hooks recognized Patty Philipps, reading aloud the following resolution.

**RESOLUTION HONORING PATTY PHILIPPS  
FOR HER SERVICE TO THE CITY OF MEBANE**

**Whereas**, the Mayor and the City Council of the City of Mebane, North Carolina, wishes to acknowledge and express appreciation to Patty Philipps for her dedicated service to the citizens of Mebane; and

**Whereas**, Patty Philipps was elected to a seat on the City Council, where she dutifully served for 19 years from 2003 to 2022; and

**Whereas**, Patty Philipps was appointed by the City Council to serve as Mayor Pro-Tem from 2007 to 2013: and

**Whereas**, during her nineteen years serving on the Council, she played an instrumental role in many community revitalizations, restorations and new projects, some of which include the Library, City Hall, Mebane Mills Lofts, the Police Department, the Arts and Community Center, Mebane Community Park and two Fire Stations; and

**Whereas**, during her years of service many opportunities and jobs were created by the expansions of the industrial parks – including TriVantage, Jabil, GKN, Cambro, Prescient, Lidl, and Lotus Bakeries and many others, and

**Whereas**, Patty Philipps has volunteered numerous hours, incurred personal sacrifice, and exhibited outstanding community spirit in her service with Hospice of Alamance/Caswell, United Way of Alamance, Alamance Partnership for Children, Friends of Duke Chapel, City of Mebane representative to the Piedmont Triad Council of Government Church/School Liaison, First Presbyterian Church, Burlington and Andrews Elementary School; and

**WHEREAS**, Patty Philipps has put forth substantial effort toward improving the quality of life for the citizens of the City of Mebane, making Mebane a “Positively Charming” place to live, work and play.

**Now, therefore be it resolved** by the City Council of the City of Mebane, North Carolina, that deep gratitude and sincere appreciation are expressed to Patty Philipps for her leadership and dedicated service to the citizens of Mebane.

**Be it further resolved**, that a copy of this resolution be made part of the permanent records of the City of Mebane, and a copy thereof, which has been duly executed by the Mayor and City Council, be presented to Patty Philipps.

**In witness whereof**, I, Ed Hooks, Mayor of the City of Mebane, have hereunto set my hand and caused to be affixed the official seal of the City of Mebane, this the 7<sup>th</sup> day March, 2022.

\_\_\_\_\_  
Ed Hooks, Mayor

\_\_\_\_\_  
Tim Bradley, Mayor Pro-Tem

\_\_\_\_\_  
Montrena Hadley, Councilmember

\_\_\_\_\_  
Sean Ewing, Councilmember

\_\_\_\_\_  
Jonathan White, Councilmember

Ms. Philipps received a standing ovation. Mayor Hooks commended Ms. Philipps for all of her hard work over the 19 years she served the City of Mebane. Mayor Hooks also presented Ms. Philipps with a Mebane Logo brick sculpture; hand sculpted by NC artist Brad Spencer.

Ms. Philipps said that it has been a tremendous honor to serve the citizens of Mebane. She expressed her gratitude to have been given the opportunity to be a part of this wonderful town. She said she would miss everyone.

Each Council member, Mr. Rollins and Mr. Brown expressed kind words to Ms. Philipps regarding their good working relationships and her wonderful service to the community.

There being no further business, the meeting adjourned at 7:25pm.

Attest: \_\_\_\_\_  
Stephanie W. Shaw, City Clerk

\_\_\_\_\_  
Ed Hooks, Mayor

DRAFT





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## AGENDA ITEM #4B

Petition for Voluntary Non-Contiguous Annexation – Leoterra Mebane, LLC-  
Hawfields Landing

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### Meeting Date

April 4, 2022

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### Presenter

Lawson Brown, City Attorney

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### Public Hearing

Yes  No

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### Summary

Staff received petitions from various property owners requesting voluntary non-contiguous annexation. There are plans to construct a single-family housing and townhomes on the property.

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### Background

The applicants are requesting the described property to be annexed into Mebane's Corporate Limits. This is a non-contiguous annexation containing approximately +/- 148.960 acres located on S. NC 119 Hwy in Alamance County.

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### Financial Impact

The property will be added to the ad valorem tax base for the City once the property is annexed.

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### Recommendation

Staff recommends Council's acceptance of the petition, the Clerk's Certificate of Sufficiency and adoption of a Resolution setting a date of public hearing for May 2, 2022.

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### Suggested Motion

I make a motion to accept the petition, the Clerk's Certificate of Sufficiency and to adopt the resolution setting a date of public hearing for May 2, 2022.

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### Attachments

1. Petition
2. Clerk's Certificate of Sufficiency
3. Map
4. Resolution



## PETITION REQUESTING A NON-CONTIGUOUS ANNEXATION

### Annexation Process – Approximately a 2 Month Process

1<sup>st</sup> Month- Submit a Petition for Annexation to the City Council, the Clerk reports to City Council the Sufficiency of the Annexation and the City Council adopts a Resolution to set a Public Hearing

2<sup>nd</sup> Month- A Public Hearing is held and normally that same night, the City Council will adopt an Ordinance to set the effective date as the same or the Council will deny the request

Date: 3/10/2022

To the City Council of the City of Mebane:

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the City of Mebane.
2. The area to be annexed is non-contiguous to the City of Mebane and the boundaries of such territory are as follows:

*\*Please include a Description of Boundaries (Metes and Bounds) on a separate paper.*

- \*\*3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

Name	Address	Do you declare vested rights (Yes or No)	Signature
1. Leoterra Mebane LLC	110-A Shields Park Dr. Kernersville, NC 27282	No	
2. <del>Jeanie</del> Kernodle Jean	2570K S NC 119 Hwy Mebane, NC	No	
3. Compass Realty Hawfield's LLC	2206 W. Market St. Greensboro, NC, 27403	No	

\*Municipality may wish to require metes and bounds description or map. (Provide 2 paper copies, an electronic copy and 3 mylars)

\*\*This is one possible format for zoning vested rights declaration. This language may require modification to reflect the requirements of the municipal zoning vested rights ordinance, if any.



# PETITION REQUESTING A NON-CONTIGUOUS ANNEXATION

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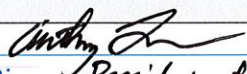
Date: March 9, 2022

To the City Council of the City of Mebane:

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the City of Mebane.
2. The area to be annexed is non-contiguous to the City of Mebane and the boundaries of such territory are as follows:

*\*Please include a Description of Boundaries (Metes and Bounds) on a separate paper.*

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Name	Address	Do you declare vested rights (Yes or No)	Signature
1. The Christian Education Society of Mebane, Inc.	417 South 4th Street Mebane, NC 27302	No	By:  Title: <u>President of Board</u>
2.			
3.			

\*Municipality may wish to require metes and bounds description or map. (Provide 2 paper copies, an electronic copy and 3 mylars)

\*\*This is one possible format for zoning vested rights declaration. This language may require modification to reflect the requirements of the municipal zoning vested rights ordinance, if any.

CERTIFICATE OF SUFFICIENCY

To the City Council of the City of Mebane, North Carolina:

I, Stephanie W. Shaw, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition has been signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-58.2.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Mebane, this 4<sup>th</sup> day of April, 2022.



*Stephanie W. Shaw*  
Stephanie W. Shaw, City Clerk

**GENERAL NOTES:**

AREA COMPUTED BY COORDINATE METHOD.

RATIO OF PRECISION IS 1:30,000+.

THIS MAP WAS PREPARED WITHOUT THE BENEFIT OF A TITLE INVESTIGATION, THEREFORE, THIS MAP IS SUBJECT TO ANY AND ALL FACTS AN ACCURATE TITLE INVESTIGATION MAY DISCLOSE.

THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS, AGREEMENTS AND RIGHTS OF WAY OF RECORD BUT NOT VISIBLE OR APPARENT AT THE TIME OF INSPECTION.

**PLANNING DIRECTOR CERTIFICATION**

THIS TRACT OF LAND IS WITHIN THE CITY OF MEBANE'S JURISDICTION. NO APPROVAL IS REQUIRED OF THE PLANNING BOARD OR CITY COUNCIL UNDER SECTION 50.2(C) OF THE CODE OF ORDINANCES.

SIGNED: \_\_\_\_\_  
PLANNING DIRECTOR  
DATE: \_\_\_\_\_

**CERTIFICATE OF SURVEY ACCURACY**

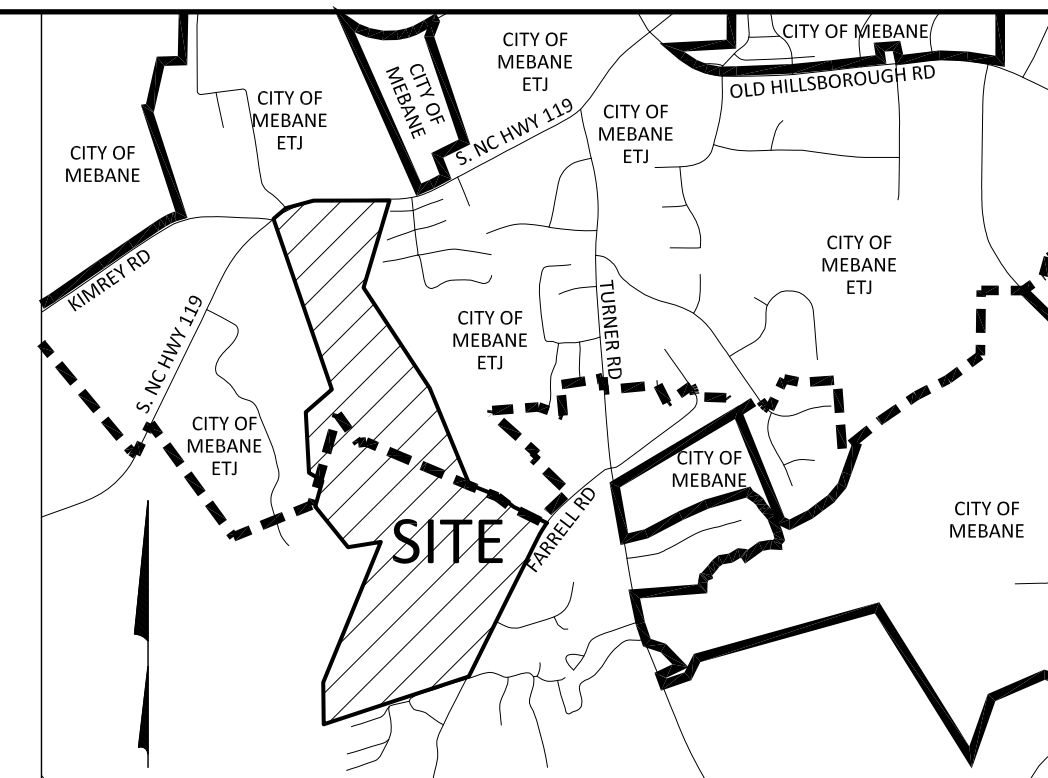
I, JEFFREY T. ALLRED, PLS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ SHOWING ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK (AS SHOWN) PAGE (AS SHOWN); THAT THE RATIO OF PRECISION AS CALCULATED IS 1:30,000; THIS PLAT WAS PREPARED IN ACCORDANCE WITH N.C.G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 28th DAY OF MARCH, 2022 A.D.

THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET. FOR THE PURPOSES OF THIS SUBSECTION, AN "EXISTING PARCEL" OR "EXISTING EASEMENT" IS AN AREA OF LAND DESCRIBED IN A SINGLE, LEGAL DESCRIPTION OR LEGALLY RECORDED SUBDIVISION THAT HAS BEEN OR MAY BE LEGALLY CONVEYED TO A NEW OWNER BY DEED IN ITS EXISTING CONFIGURATION.

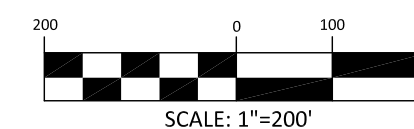
THE PROVISIONS OF THIS SECTION SHALL NOT APPLY TO BOUNDARY PLATS OF STATE LINES, COUNTY LINES, AREAS ANNEXED BY MUNICIPALITIES, NOR TO PLATS OF MUNICIPAL BOUNDARIES, WHETHER OR NOT REQUIRED BY LAW TO BE RECORDED.

- LEGEND**
- ⊙ = FOUND IRON PIN
  - ⊙ = SET IRON PIN
  - = COMPUTED POINT
  - △ = STONE/ROCK
  - CH = CHORD
  - R/W = RIGHT OF WAY
  - P.B. = PLAT BOOK
  - D.B. = DEED BOOK
  - PG. = PAGE
  - OS. = OFFSET
  - DR. = DRIVE
  - EX. = EXISTING

— — — — — = NEW CORPORATE LIMITS



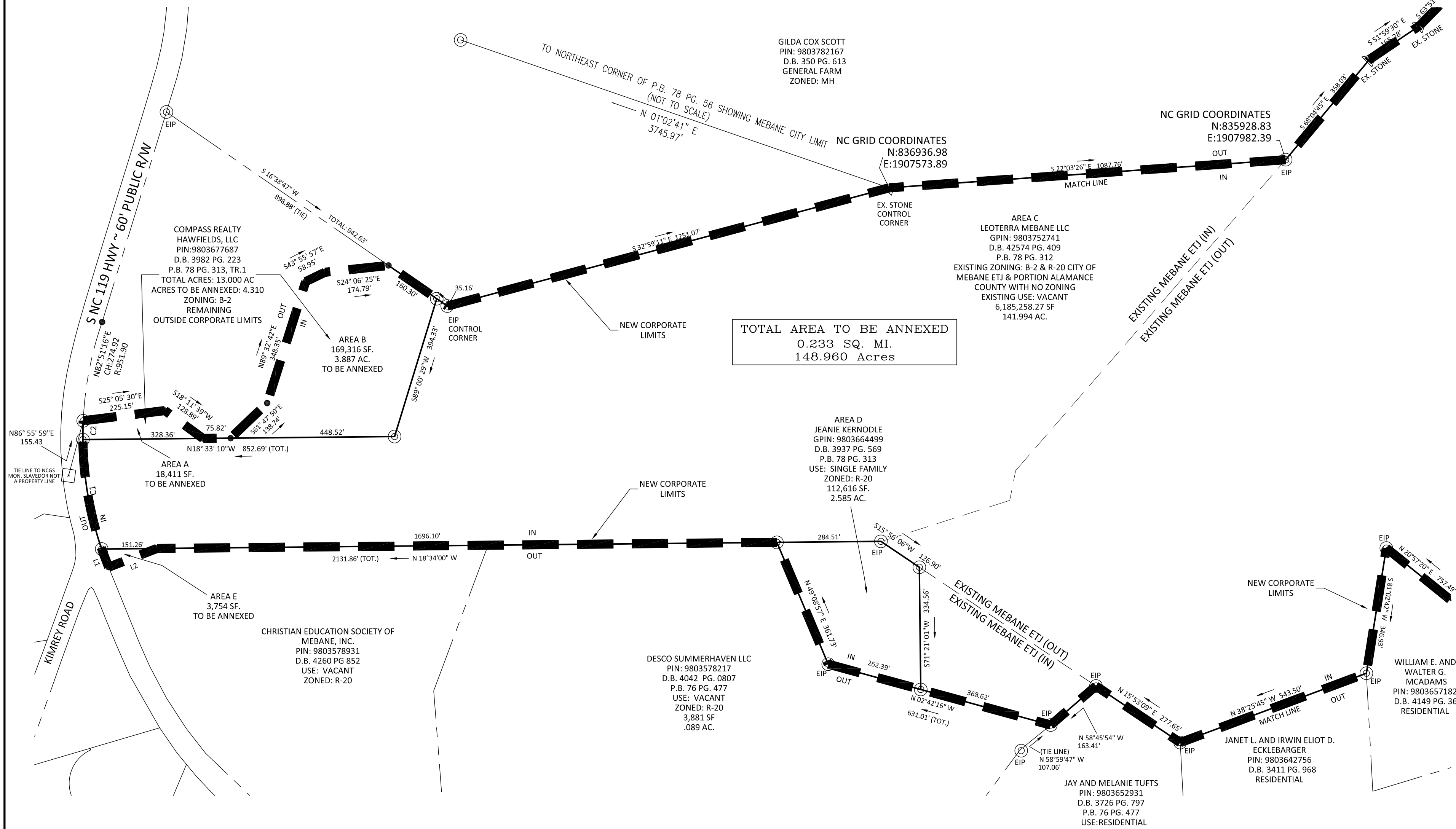
VICINITY MAP  
1" = 2000'



*Jeffrey T. Allred*  
PROFESSIONAL LAND SURVEYOR  
L-4500  
REGISTRATION NUMBER

Curve Table			
Curve #	Direction	Chord	Radius
C1	N62° 15' 57"E	303.93'	951.90'
C2	N73° 00' 07"E	51.49'	951.90'

Line Table		
Line #	Length	Direction
L1	52.99'	N50° 55' 28"E
L2	141.67'	N39° 04' 32"W



**FINAL PLAT: CITY OF MEBANE  
CORPORATE LIMITS EXTENSION &  
VOLUNTARY NON-CONTIGUOUS SATELLIET ANNEXATION**

DEVELOPER INFORMATION:  
LEOTERRA MEBANE, LLC  
110-A SHIELDS PARK DRIVE  
KERNERSVILLE, NC, 27284

PROJECT LOCATION:  
STATE: NORTH CAROLINA  
COUNTY: ALAMANCE  
TOWNSHIP: MELVILLE

NO.	DATE	REVISION NOTE

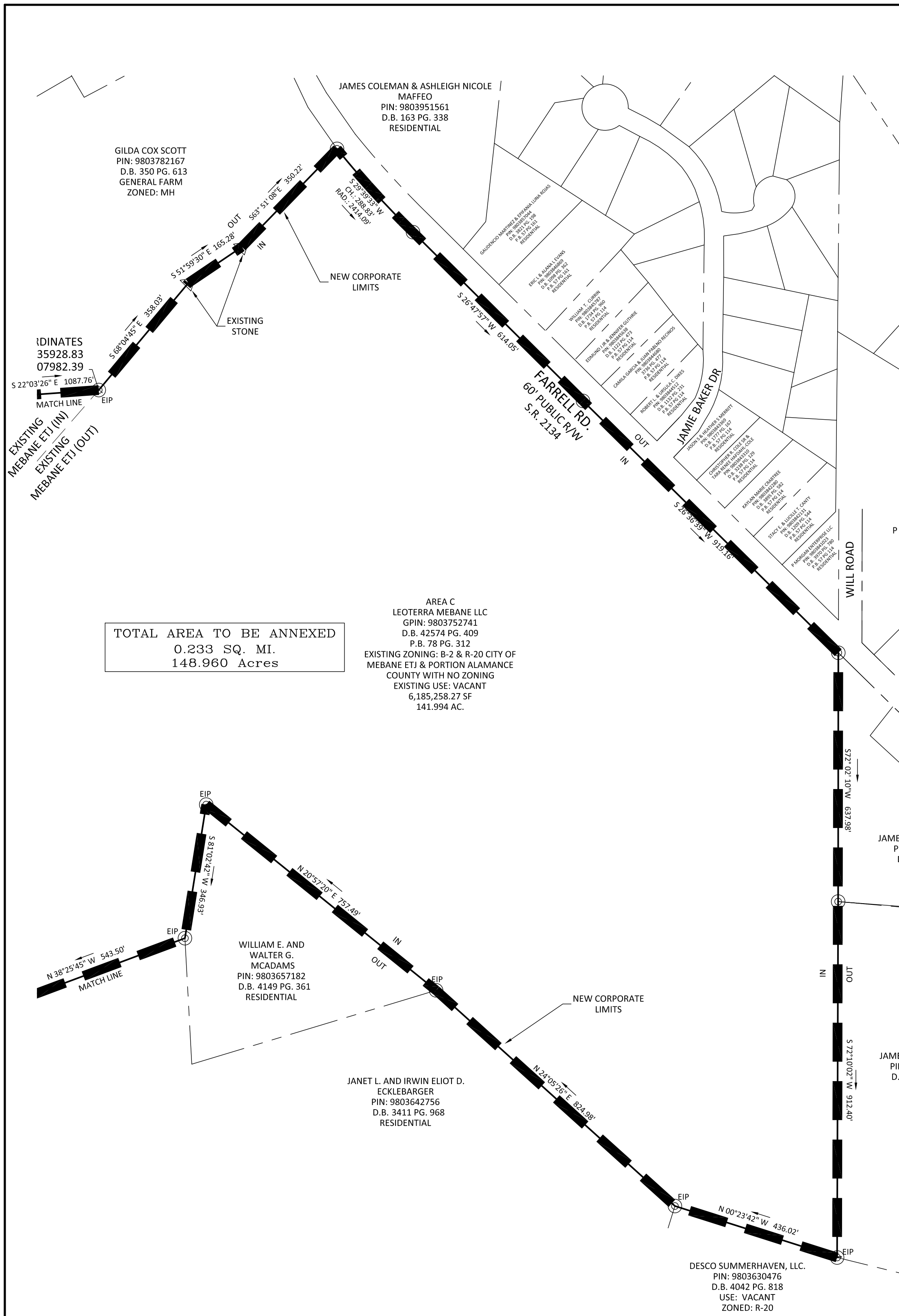
DRAWN BY: AGB  
CHECKED BY: JTA  
DATE: 2022-03-28  
PROJECT NO.: 2017-08  
REF. NO.:  
SCALE: 1" = 200'

**SHEET**  
1 OF 2

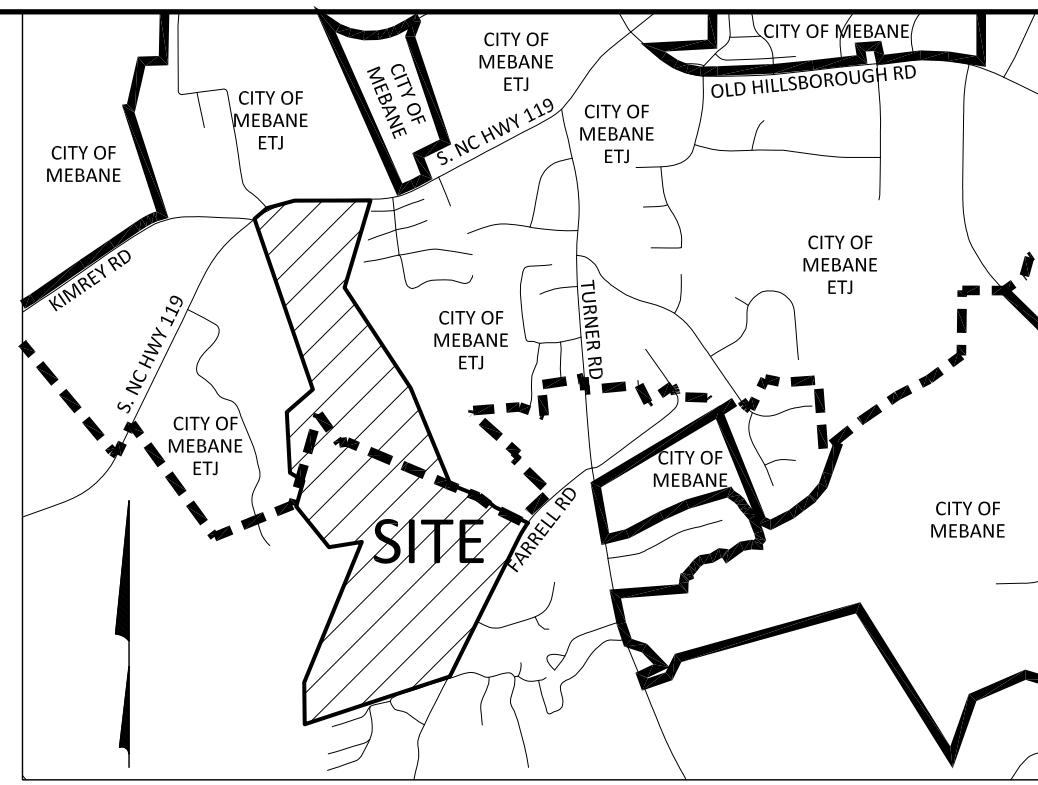


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Line Table		
Line #	Length	Direction
L1	52.99'	N50° 55' 28"E
L2	141.67'	N39° 04' 32"W



**TOTAL AREA TO BE ANNEXED**  
0.233 SQ. MI.  
148.960 Acres

**AREA C**  
LEOTERRA MEBANE LLC  
GPIN: 9803752741  
D.B. 42574 PG. 409  
P.B. 78 PG. 312  
EXISTING ZONING: B-2 & R-20 CITY OF MEBANE ETJ & PORTION ALAMANCE COUNTY WITH NO ZONING  
EXISTING USE: VACANT  
6,185,258.27 SF  
141.994 AC.

**GENERAL NOTES:**  
AREA COMPUTED BY COORDINATE METHOD.  
RATIO OF PRECISION IS 1:30,000+.

THIS MAP WAS PREPARED WITHOUT THE BENEFIT OF A TITLE INVESTIGATION, THEREFORE, THIS MAP IS SUBJECT TO ANY AND ALL FACTS AN ACCURATE TITLE INVESTIGATION MAY DISCLOSE.

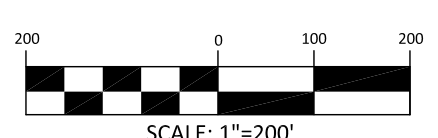
THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS, AGREEMENTS AND RIGHTS OF WAY OF RECORD BUT NOT VISIBLE OR APPARENT AT THE TIME OF INSPECTION.

THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET. FOR THE PURPOSES OF THIS SUBSECTION, AN "EXISTING PARCEL" OR "EXISTING EASEMENT" IS AN AREA OF LAND DESCRIBED IN A SINGLE, LEGAL DESCRIPTION OR LEGALLY RECORDED SUBDIVISION THAT HAS BEEN OR MAY BE LEGALLY CONVEYED TO A NEW OWNER BY DEED IN ITS EXISTING CONFIGURATION.

THE PROVISIONS OF THIS SECTION SHALL NOT APPLY TO BOUNDARY PLATS OF STATE LINES, COUNTY LINES, AREAS ANNEXED BY MUNICIPALITIES, NOR TO PLATS OF MUNICIPAL BOUNDARIES, WHETHER OR NOT REQUIRED BY LAW TO BE RECORDED.

*Jeffrey T. Allred*  
PROFESSIONAL LAND SURVEYOR  
L-4500  
REGISTRATION NUMBER

- LEGEND**
- ⊙ = FOUND IRON PIN
  - ⊙ = SET IRON PIN
  - ⊙ = COMPUTED POINT
  - ⊙ = STONE/ROCK
  - CH = CHORD
  - R/W = RIGHT OF WAY
  - P.B. = PLAT BOOK
  - D.B. = DEED BOOK
  - PG. = PAGE
  - OS. = OFFSET
  - DR. = DRIVE
  - EX. = EXISTING
  - = NEW CORPORATE LIMITS



ALLRED LAND SURVEYING, PLLC  
JEFF ALLRED, PLS ~ L-4500  
8065 COBLE MILL ROAD  
SNOW CAMP, NC 27349  
PHONE: 336-684-8202

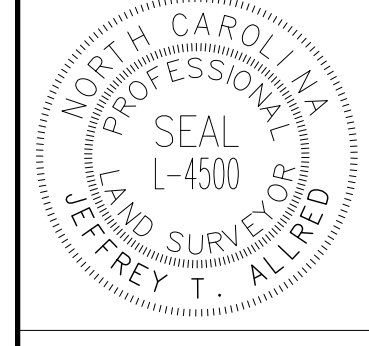
**FINAL PLAT: CITY OF MEBANE**  
**CORPORATE LIMITS EXTENSION & VOLUNTARY NON-CONTIGUOUS SATELLIET ANNEXATION**

DEVELOPER INFORMATION:  
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KERNERSVILLE, NC 27284

PROJECT LOCATION:  
STATE: NORTH CAROLINA  
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TOWNSHIP: MELVILLE

NO.	DATE	REVISION NOTE

DRAWN BY: AGB  
CHECKED BY: JTA  
DATE: 2022-03-28  
PROJECT NO.: 2017-08  
REF. NO.:  
SCALE: 1" = 200'



**SHEET**  
2 OF 2

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RESOLUTION FIXING DATE OF PUBLIC HEARING ON  
QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-58.2

Annexation No. 152

WHEREAS, a petition requesting annexation of the non-contiguous area described herein has been received; and

WHEREAS, the Mebane City Council directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the City Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED, by the Mebane City Council of the City of Mebane, North Carolina that:

Section 1. A public hearing on the question of annexation of the non-contiguous area described herein will be held at 6:00 p.m. on May 2 2022.

Section 2. The area proposed for annexation is described as follows:

**COMMENCING** at an existing iron, said iron being located on the Southern Right-of-Way of S. NC 119 Hwy, said iron being the Northeastern common corner of Compass Realty Hawfields, LLC Property (9803677687, D.B. 3982, Pg. 238; Lot 1 P.B. 78, Pg. 312) and the Gilda Scott Property (9803782167, D.B. 350, Pg. 613); Thence, following a common line with said Scott Property S 16°38'47" W a total distance of 942.63 feet to an existing iron, said iron being a common corner with said Scott property and the **POINT OF BEGINNING**; Thence, following common lines with said Scott property the following calls: S 32°59'11" E a distance of 1,251.07 feet to an existing rock; Thence S 22°03'26" E a distance of 1,087.76 feet to an existing iron; Thence, S 68°04'45" E a distance of 358.03 feet to an existing rock; Thence, S 51°59'30" E a distance of 165.28 feet to an existing rock; Thence, S 63°51'08" E a distance of 350.22 feet to an existing iron, said iron being located in the Northern right of way of Farrell Road (S.R. 2134) and a common corner with said Scott property; Thence, following said Right-of-Way of said Farrell Road the following calls: a curve to the left having a radius of 2414.09 feet and a chord bearing and distance of S 29°39'33" W a distance of 288.83 feet to an existing iron; S 26°47'57" W a distance of 614.05 feet to an existing iron; S 26°36'39" W a distance of 919.16 feet to an existing iron, said iron being located in the Northern right of way of Farrell Road and a common corner with James E Farrell Heirs (9803735678, D.B. 481 Pg. 269); Thence, following the common line with said James E Farrell property, S 72°02'10" W a distance of 637.98 feet to an existing pinch top post, said post being a common corner with said James E Farrell Property and James M Farrell property (9803720779, D.B. 2123, Pg. 385); Thence, following the common property line with said James M Farrell property, S 72°10'02" W a distance of 912.40 feet to an existing iron, said iron being a common corner with said James M Farrell property and Desco Summerhaven, LLC property (9803630476, D.B. 4042, Pg. 818); Thence, following the common line with said Desco property, N 00°23'42" W a distance of 436.02 feet to an existing iron, said iron being a common corner with said Desco property and Janet Ecklebarger property (9803642756, D.B. 3411, Pg. 968); Thence, following a common line with said Ecklebarger property, N 24°05'26" E a distance of 824.98 feet to an existing iron, said iron being a common corner with said Ecklebarger property and Walter & William McAdams property (9803657182, D.B. 4149, Pg. 361); Thence, following a common line with said McAdams property, N 20°57'20" E a distance of 757.49 feet to an existing iron; Thence, following another common line with said McAdams property, S 81°02'42" W a distance of 346.93 feet to an existing iron, said iron be a common corner with said McAdams & Ecklebarger property; Thence, following a common line with said Ecklebarger property, N 38°25'45" W a distance of 543.50 feet to an existing iron, said iron being a common corner with said Ecklebarger property and Jay & Melanie Tufts property



(9803652931, D.B. 3726, Pg. 797); Thence, following a common line with said Tufts property, N 15°53'09" E a distance of 277.65 feet to an existing iron, Thence, following another common line with said Tuft property, N 58°45'54" W a distance of 163.41 feet to an existing iron, said iron being a common corner with said Tuft property and Desco Summerhaven, LLC property (9803578217, D.B. 4042, Pg. 807); Thence, following common property line with said Desco property the following calls: N 02°42'16" W a distance of 631.01 feet to an existing iron; N 49°08'57" E a distance of 361.73 feet to an existing iron; Thence, following a common line with said Desco property and The Christian Education Society of Mebane, Inc. property (9803578931, D.B. 4260, Pg. 852), N 18°34'00" W a distance of 1,696.10 feet to a point; Thence following a common line with said Education property, N 39°04'32" W a distance of 141.67 feet to a point, said point being located on the Southern right of way of S. NC Hwy 119; Thence following said right of way the following calls; N 50°55'28" E a distance of 52.99 feet to an existing iron; a curve to the right having a radius of 951.90 feet and a chord bearing and distance of N 62°15'57" E a distance of 303.93 feet to an existing iron; a curve to the right having a radius of 951.90 feet and a chord bearing and distance of N 73°00'07" E a distance of 51.49 feet to an existing iron, said iron being located on right of way of said Hwy 119 and a common corner with Compass Realty Hawfields, LLC property (9803677687, D.B. 3982, Pg. 223); Thence, leaving said right of way and following common lines with said Hawfields property the following calls: S 25°05'30" E a distance of 225.15 feet to a point; S 18°11'39" W a distance of 128.89 feet to a point; S 18°33'10" E a distance of 75.82 feet to a point; S 61°47'50" E a distance of 138.74 feet to a point; N 89°32'42" E a distance of 348.35 feet to a point; S 43°55'57" E a distance of 58.95 feet to a point; S 24°06'25" E a distance of 174.79 feet to a point, said point being a common corner with said Hawfields property and Gilda Scott Property; Thence, following a common line with said Scott Property, S 16°38'47" W a distance of 160.30 feet to an existing iron, said iron being a common corner with said Scott property; Thence, continuing with common line, S 16°38'47" W a distance of 35.16 feet to an existing iron, said iron being a common corner with said Scott Property and being the **POINT AND PLACE OF BEGINNING**, containing 148.960 ac +/-.

Section 3. Notice of the public hearing shall be published once in the Mebane Enterprise, a newspaper having general circulation in the City of Mebane, at least ten (10) days prior to the date of the public hearing.

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Ed Hooks, Mayor

ATTEST:

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Stephanie W. Shaw, City Clerk



## AGENDA ITEM #4C

### City Representation on Regional Boards

#### Presenter

Cy Stober, Development Director

#### Public Hearing

Yes  No

#### Summary

The City of Mebane needs to appoint a representative of the City Council to fill positions on regional boards held by Patty Phillips, who resigned from the City Council at its March 7 meeting. Ms. Philipps represented the City as an elected official on Burlington-Graham Metropolitan Planning Organization (BGMPO) Transportation Advisory Committee (TAC), the Piedmont Triad Regional Council (PTRC) Board of Delegates, and the Orange County Transit Plan Steering Committee. Councilwoman Montrena Hadley has volunteered to be the elected official representing the City on these bodies.

The BGMPO is the "...regional transportation planning agency serving Alamance County and portions of Guilford and Orange County. [Its] purpose is to promote safe and efficient transportation investments in the Burlington-Graham region that fuel economic growth, protect natural and cultural resources, and support a high quality of life for all residents." The BGMPO relies upon a TAC to direct its actions through voting powers specified in its bylaws. The TAC is composed of delegates that are elected officials appointed by their respective bodies; Mebane City Council appoints its own delegate. Mayor Ed Hooks served as BGMPO Mebane delegate until succeeded by Councilwoman Patty Philipps last year.

"The PTRC is a voluntary association of local governments - urban and rural - authorized by state law to make and implement joint regional decisions; provide management, planning and technical services to local governments; identify and solve short and long-term problems best addressed at the regional level; bring together local elected officials on a regular basis, giving them an opportunity to form working relationships; and promote regional issues and cooperation among members." It provides Aging, Criminal Justice, Economic Development, Community Development, Management, Regional Planning, and Workforce Development services to Mebane as well as 74 other member jurisdictions. The PTRC is governed by a Board of Delegates composed of an elected official from each of its members.

The Orange County Transit Plan is drafted "...with the primary goal of improving transit options throughout the county and making stronger connections with neighbors in the Triangle Region," and provide guidance on how best to utilize the following dedicated tax district revenues, particularly due to the discontinuation of the Durham-Orange Light Rail Transit Project: Article 43, Half-Cent Sales and Use Tax; Article 50, Five-Percent Vehicle Rental Tax; Article 51, Three-Dollar increase to GoTriangle Regional Vehicle Registration Fee; and Article 52, Seven-Dollar County Vehicle Registration Fee. This countywide and regional planning effort is being guided by a Policy Steering Committee composed of elected officials to "...help prioritize the

types and quantities of service improvements and infrastructure investments that will best serve the communities they represent.”

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**Suggested Motion**

Motion to appoint Councilwoman Montrena Hadley to and serve as the City delegate on the Burlington Graham Metropolitan Planning Organization Technical Advisory Committee, the Piedmont Triad Regional Council Board of Delegates, and the Orange County Transit Plan Steering Committee.



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## AGENDA ITEM #4D

Resolution seeking NC Division of Water Infrastructure funding for a new 1 MG elevated storage tank

### Presenter

Kyle Smith, Utilities Director

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### Public Hearing

Yes  No

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### Summary

Staff recommends applying through the NC Division of Water Infrastructure for funding assistance for the construction of a new elevated storage tank. Local governments must adopt a resolution in order to apply for funding.

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### Background

The City of Mebane is in need of additional elevated water storage. The City has conducted a siting study and identified the location of a proposed 1 MG elevated storage tank. Design of the proposed elevated storage tank is scheduled to begin in the next fiscal year. The City intends to seek additional funding to assist with the construction of the elevated storage tank.

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### Financial Impact

Grant aid or low interest loan to assist in construction of the proposed elevated storage tank.

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### Recommendation

Move to approve the adoption of the resolution stating the City intends to request State loan and/or grant assistance for the elevated storage tank.

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### Attachments

1. Resolution

## RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction and studies of wastewater treatment works, and

WHEREAS, The City of Mebane has need for and intends to construct a water project described as a New Elevated Water Storage Tank Project, and

WHEREAS, The City of Mebane intends to request State loan and/or grant assistance for the project,

### NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MEBANE:

That the City of Mebane, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Mebane to make scheduled repayment of the loan, to withhold from the City of Mebane any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Ed Hooks, Mayor, and Chris Rollins, City Manager, the **Authorized Officials**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Officials**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 4<sup>th</sup> day of April 2022 in Mebane, North Carolina.

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Signature

Ed Hooks, Mayor City of Mebane

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**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting City Clerk of the City of Mebane does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the City Council duly held on the 4th day of April, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 4th day of April, 2022.

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(Signature of Recording Officer)

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City Clerk



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## AGENDA ITEM #4E

Water Resources Recovery  
Facility Reclassification-  
Laboratory Technician to  
Laboratory Supervisor

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### Meeting Date

April 4, 2022

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### Presenter

Beatrice Hunter, HR Director  
Dennis Hodge WRRF Director

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### Public Hearing

Yes  No

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### Summary

This is a request for reclassification of the Laboratory Technician position at the WRRF. This position is currently a pay grade 10, with a salary range of \$38,325 to \$59,405. It is requested that this position be reclassified to Laboratory Supervisor, to a pay grade 12, with a range of \$42,254 to \$65,494.

---

### Background

The Compliance Manager position, currently vacant, managed the laboratory and laboratory personnel and served as the designated Laboratory Supervisor by the State of North Carolina. The Laboratory Technician has the requisite experience to supervise the lab and function as State-designated Laboratory Supervisor. Per approval of the reclassification, the Compliance Manager pretreatment duties are being completed by a part-time employee, and the Compliance Manager classification will be frozen.

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### Financial Impact

Not to exceed \$3,489.94 for the increased salary and fringe for the remainder of the fiscal year.

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### Recommendation

Staff recommends approval of the reclassification and creation of the Laboratory Supervisor position at pay grade 12.

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### Suggested Motion

I make a motion to approve the reclassification from Laboratory Technician to Laboratory Supervisor and approve the Laboratory Supervisor position at pay grade 12.

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### Attachments

1. Laboratory Supervisor Job Description



## **Laboratory Supervisor**

### **General Statement of Duties**

Supervises the general operation of the State certified wastewater laboratory. Performs technical and supervisory work managing, planning, and organizing the operations of the city's wastewater laboratories (including various chemical, and biological analyses). This position is designated as the Laboratory Supervisor in compliance with North Carolina Administrative Code.

### **Distinguishing Features of this Class**

An employee in this class performs technical, analytical, and administrative work to collect and analyze wastewater samples for the WRRF ensuring regulatory compliance and to ensure the laboratory maintains its State wastewater lab certification. Work involves performing sampling, proper sample preservation, maintaining proper chain of custody, and scheduling sample pickup and delivery with outsourced laboratories to comply with all State and Federal requirements. Routine work is generally performed independently with the employee using initiative and job knowledge to perform most work activities. Work is performed under the general supervision of the Water Resources Director and is evaluated based on accuracy in analyses and reports, application of current safety regulations, observation of work in progress, and review of analyses and reports. This is a supervisory classification, and the employee provides technical guidance and direction over the operation of the laboratory, including laboratory staff. Serves as one of the Backup ORCs, supervising staff and managing wastewater plant operations in the absence of the ORC.

### **Illustrative Examples of Work**

- Designated as Lab Supervisor by the State (NC DEQ DWR WW/GW Lab Certification).
- Maintains State lab certification through participation in PT studies and ensures compliance with all laboratory regulations.
- Collects and analyzes samples required by Mebane WRRF NPDES permit, for process control, including jar testing and microscopic examination of activated sludge samples.
- Generates new and updates existing laboratory standard operating procedures (SOPs) in accordance with 40 Code of Federal Regulations Part 136 – EPA approved methods for wastewater analyses.
- Serves as the City representative during State lab inspections.
- Prepares solutions and standards.
- Establishes new testing methods and makes modifications to test procedures as needed.
- Performs record keeping duties to ensure that all data is reported in an accurate, timely, and legally defensible manner and to keep supervisors, operators, and management informed.
- Interprets laboratory results and reports unusual or concerning findings to supervisor.
- Coordinates with commercial laboratories for sample pickup and analysis for industrial samples and WRRF samples not analyzed in-house.
- Operates and maintains automated sampling equipment and field and laboratory monitoring instruments.
- Maintains inventory of chemicals, solutions, and lab equipment. Includes ensuring proper disposal of chemicals and reagents and makes purchases as necessary.
- Works with staff and consultants to prepare for new regulatory requirements or responding to regulatory issues including inspections, regulatory interpretation, preparation, design, and construction.
- Develops and implements safety programs and trainings; prepares new employee safety trainings for laboratory operations.
- Serves as one of the Backup ORCs for the Water Resource Recovery Facility.
- Oversees monthly regulatory reporting for laboratory wastewater operations.
- Prepares monthly and annual reports for laboratory operations.

- Provides solutions for customer inquiries, concerns, and questions.
- Assists WRRF Director or designee in review proposed legislation at the state and national levels to determine the impact of legislation on City operations and services, especially regarding laboratory related operations.
- Plans, organizes, supervises, and evaluates the work of technical employees in the City's wastewater laboratory.
- Develops and modifies testing procedures, quality control measures, intervals for sampling at the treatment plant, collection systems, receiving stream, industries, and wastewater samples of biosolids, compost, and sewage collection system overflows.
- Completes, reviews, and signs off on all laboratory regulatory reports; maintains various reports on operations and other reports required for laboratory services.
- Serves as a technical liaison, making site visits and take samples for analysis.
- Provides chemical and biological analysis in response to environmental emergencies regarding wastewater issues.
- Authorizes or provides continuing education to laboratory staff and plant operating personnel to ensure retention of knowledge and retain required certifications in regards to laboratory operations.
- Assists WRRF Director in developmning and administering an annual laboratory budgets; oversees and authorizes purchases of equipment, chemical inventories, supplies, and employee compensation in regards to laboratory operations.
- Manages the City's wastewater plant laboratory management system database; enter test results or from contracted laboratories, and assists WRRF Director evaluate new technologies and advanced equipment to assess its applicability for City Utilities Department use.
- Provides input to WRRF Director or designee whom oversees the Pretreatment program in compliance with Federal and State Pretreatment Program regulations in their efforts to assure guidelines are in place to prevent pass-through, interference, or other adverse impacts to the system, workers or the environment; to promote the beneficial reuse of biosolids.
- Oversee and assure that all regulations related to Fats, Oils and Grease (FOG) program are met.
- Maintain all certification and accreditation standards and assure facilities are in good standing with all accrediting and review bodies at all times in regards to laboratory operations.
- Supervises, coordinates, and schedules chemical and biological analysis of samples from treatment plant process, discharges, and surface waters.
- Monitors laboratory analysis to insure proper procedure and representative & accurate results.
- Maintains Quality Assurance/Quality Control Program to validate lab results generated.
- Assists in generating National Pollution Discharge Elimination System (NPDES) reports.
- Attends professional training and takes advantage of career development opportunities.
- Utilizes various laboratory equipment to conduct various types of tests on samples of wastewater and samples from certified pretreatment compliance sampling points.
- Troubleshoots and calibrates thermometers, meters, and growth check on media for quality control procedures and completes state forms to document practices.
- Collects samples at wastewater treatment plant and off-site at industries, as needed to maintain proper treatment plant operation and compliance.
- Types letters and chain of custody forms; files and performs other clerical duties.
- Performs related duties as required.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of basic and analytical chemistry sufficient to execute and supervise the work of technical staff in a wastewater laboratory.
- Thorough knowledge of the theory and practices of wastewater treatment plants and the chemistry of the processes employed.

- Considerable knowledge of the city's policies and procedures related to personnel, budgeting, and purchasing.
- Considerable knowledge of federal/state water/wastewater laws and regulatory requirements including proposed state and federal regulations and legislation.
- Knowledge of control and counter-measures to mitigate environmental hazards.
- Knowledge of human relations sufficient to interact with the public and regulatory officials.
- Knowledge of effective supervisory principles and practices sufficient to plan, organize and evaluate the performance of those supervised.
- Ability to apply laboratory practices to ensure compliance with state and federal agencies.
- Ability to teach plant operating personnel the methods and practices for testing and troubleshooting wastewater treatment requirements in regards to laboratory operations.
- Ability to communicate effectively with the public and be sensitive to perceptions of citizens, other government officials, and the news media.
- Ability to collect and manage varied data, ensure accessibility, and troubleshoot variances.
- Ability to apply computer skills in the performance of assigned duties.
- Knowledge of chain of custody requirements required by state and federal laws.
- Ability to collect wastewater samples and perform necessary laboratory tests.
- Ability to prepare and maintain accurate records; ability to create statistical and narrative reports; ability to document chain of custody of samples.

### **Physical Requirements and Working Conditions**

Physical requirements - Work in this class is medium work requiring exertion of more than 50 pounds of force occasionally, and/or in excess of 20 pounds of force frequently, and/or negligible amounts of force constantly to move objects. Must have visual acuity to prepare and analyze data, operate a computer, and use measurement devices. Employee is required to speak to exchange or convey detailed information and instructions and hear normal sounds without correction.

### **Working conditions**

Employee is subject to inside and outside environmental conditions including hazards such as electrical current or exposure to chemicals and atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation as well as blood borne pathogens and other hazardous chemicals and biological waste.

### **Education and Experience**

Graduation from an accredited college or university with a Bachelor's or Associates (2 yr) degree in Chemistry, Biology, Environmental Science or related field and 2 – 5 years practical lab experience in a municipal or commercial laboratory; OR equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

### **Special Requirements**

- Valid NC Driver's License.
- Wastewater Grade II or Grade III Certification, or the ability to obtain a Grade III Certification within one year of employment.
- Class 2 Wastewater Laboratory Analyst certification or ability to obtain within one year of employment.
- Pretreatment I Certificate or the equivalent.

**FLSA Status:** Non-Exempt

### **Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive

inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position, and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.

March 2022



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## AGENDA ITEM #4F

Adoption of 10 Year Utility Capital Improvement Plan to improve funding application and Adopting a Resolution for the WRRF expansion project requesting funding assistance from the State (CWSRF)

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### Presenter

Franz Holt, City Engineer

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### Public Hearing

Yes  No

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### Summary

In order to improve the application for State Clean Water Revolving Fund (CWSRF) assistance for expanding the Water Resources and Recovery Facility, staff has completed a 10-year Capital Improvement Utility Plan (CIP) which will gain the City 2 points with its adoption. Attached are the proposed 10 Year Utility CIP and related resolution for Council consideration. In addition, improving the current application for points requires a new submittal of the application for funding assistance and adoption of a new resolution.

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### Background

The City of Mebane intends to request State Clean Water Revolving Fund (CWSRF) assistance for expanding the Water Resource and Recovery Facility to 4 MGD from its current capacity of 2.5 MGD. This proposed project and other water and sewer projects are listed on the City of Mebane's currently adopted 5-year Capital Improvement Plans. In order to enhance the application for funding points (2) are granted for a capital improvement plant that spans 10 years or more and covers both water and sewer needs. City staff has met and reviewed the Long-Range Utility Plan and has evaluated additional current needs that covers a 10-year planning window. Adoption of the 10-year plan does not establish specific funding or timing for projects but provides a reasonable forecast of anticipated water and wastewater needs. Additionally, some projects identified on the list may be undertaken by developers as a part of serving their specific projects with possible City participation in oversizing water and sewer facilities if funds are available and allocated by the City Council. Additionally, improving the current application for points requires a new submittal of the application for funding assistance with the State CWSRF and adoption of a new resolution.

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### Financial Impact

Adoption of the 10 Year Utility CIP does not establish funding for identified projects.

Regarding improving the current application for points, no new additional funding is being requested with approval of the resolution stating the intent to construct the WRRF expansion project and intent to request funding assistance from the State Clean Water Revolving Fund (CWSRF).

---

**Recommendation**

Recommend approval of the resolution adopting the presented 10 Year Utility Capital Improvement Plan (CIP) as updated for the Fiscal Year 2021-2022 budget.

Recommend approval of the resolution stating the intent to construct the expansion of its Water Resource and Recovery Facility (WRRF) from 2.5 MGD to 4.0 MGD and intent to request funding assistance from the State Clean Water Revolving Fund (CWSRF) and authorizing Chris Rollins, City Manager, to make application on behalf of the City of Mebane.

---

**Suggested Motion**

Move to approve the resolution adopting the presented 10 Year Utility Capital Improvement Plan (CIP) as updated for the Fiscal Year 2021-2022 budget.

Move to approve the resolution stating the intent to construct the expansion of its Water Resource and Recovery Facility (WRRF) from 2.5 MGD to 4.0 MGD and intent to request funding assistance from the State Clean Water Revolving Fund (CWSRF) and authorizing Chris Rollins, City Manager, to make application on behalf of the City of Mebane.

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**Attachments**

1. 10 Year Utility CIP.
2. Resolution by Mebane City Council adopting presented 10 Year Utility CIP.
3. Resolution by Mebane City Council seeking funding assistance from the State Clean Water Revolving Fund (CWSRF) for the WRRF expansion project.

**City of Mebane  
Water and Sewer Fund  
Capital Improvement Plan - 2022**

**Water System**

Project Number	Project Description	10-Yr CIP Cost	Current 2022	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032
<b>Vehicles and Equipment</b>		<b>564,000</b>	<b>60,000</b>		<b>150,000</b>	<b>32,000</b>	<b>32,000</b>	<b>100,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Distribution System</b>													
1	Elevated Storage Tank	4,025,000	275,186	185,000	3,840,000								
2	Utility Oversizing	1,100,000		200,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
3	Water Line Replacements	720,000	150,000		195,000		125,000			200,000			200,000
4	Rock Quarry Rd Loop	595,000						595,000					
6	Water Line Rehab	1,200,000					200,000	200,000		200,000	200,000	200,000	200,000
7	Hwy 70 Water Loop	2,000,000											2,000,000
8	Old Hillsborough Water Connector	525,000							525,000				
9	St. Andrews Water Connector	700,000								700,000			
<b>Water Treatment</b>													
10	Water Plant Capital	2,000,000		200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
11	Pump & Line Upgrades	1,000,000									1,000,000		
<b>Total - Water System</b>		<b>14,429,000</b>	<b>485,186</b>	<b>585,000</b>	<b>4,485,000</b>	<b>332,000</b>	<b>657,000</b>	<b>1,195,000</b>	<b>875,000</b>	<b>1,450,000</b>	<b>1,550,000</b>	<b>550,000</b>	<b>2,750,000</b>

**Wastewater System**

Project Number	Project Description	10-Yr CIP Cost	Current 2022	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032
<b>Vehicles and Equipment</b>		<b>1,107,000</b>	<b>60,000</b>	<b>60,000</b>	<b>87,000</b>	<b>70,000</b>	<b>450,000</b>	<b>40,000</b>	<b>50,000</b>	<b>150,000</b>	<b>50,000</b>	<b>50,000</b>	<b>100,000</b>
<b>Collection System</b>													
12	GKN Force Main Reroute	-	1,900,000										
13	I & I Repair - Manhole Rehab & Sliplining	5,000,000		500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
14	Jones Rd Outfall	1,000,000				112,500	887,500						
15	Utility Oversizing	450,000		-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
16	Gravelly Hill Force Main Reroute	798,000						798,000					
17	GE Pump Station Rebuild	850,000							850,000				
18	Wal-Mart Pump Station Abandonment	500,000							500,000				
19	Third Street Outfall	1,000,000								1,000,000			
20	Terrell Street Pump Station Rebuild	1,000,000											1,000,000
21	Fieldstone Pump Station Rehab	1,000,000								1,000,000			
<b>Water Resource Recovery Facility</b>													
22	WRRF Expansion to 4.0 MGD	51,000,000			51,000,000								
23	Graham WWTP Capital Improvements	520,000	52,000	52,000	52,000	52,000	52,000	52,000	52,000	52,000	52,000	52,000	52,000
31	AB Electrical Upgrade	50,000		50,000									
32	Influent In-line monitoring equipment	26,198		26,198									
33	WRRF Flood Wall	1,300,000			1,300,000								
34	Rotary Drum Thickener Rehab	100,000				100,000							
35	Vehicle Replacement (2008 Escape)	30,000					30,000						
36	Aqua Guard Influent Screen Rehab	100,000						100,000					
37	WAS Pump replacement	60,000							30,000	30,000			
38	Aqua Aerobics Aerator (2)	150,000									50,000	50,000	50,000
<b>Total - Wastewater System</b>		<b>66,041,198</b>	<b>2,012,000</b>	<b>688,198</b>	<b>52,989,000</b>	<b>884,500</b>	<b>1,969,500</b>	<b>1,540,000</b>	<b>2,032,000</b>	<b>1,782,000</b>	<b>1,702,000</b>	<b>702,000</b>	<b>1,752,000</b>

<b>10-Yr CIP: Total Water and Wastewater</b>	<b>80,470,198</b>	<b>2,497,186</b>	<b>1,273,198</b>	<b>57,474,000</b>	<b>1,216,500</b>	<b>2,626,500</b>	<b>2,735,000</b>	<b>2,907,000</b>	<b>3,232,000</b>	<b>3,252,000</b>	<b>1,252,000</b>	<b>4,502,000</b>
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**RESOLUTION BY THE MEBANE CITY COUNCIL**

- WHEREAS, The **City of Mebane** has completed a Capital Improvement Plan (CIP) for the Water and Sewer Enterprise Fund that now spans 10-years, and
- WHEREAS, The **City of Mebane** held a City Council Meeting on April 4, 2022 to present the 10-Year Water and Sewer CIP, and
- WHEREAS, An application for funding submitted to the North Carolina Department of Environment Quality (DEQ) Division of Water Infrastructure (DWI) may earn points if the Applicant has a CIP adopted by the City Council within two years of the application date.

**NOW THEREFORE BE IT RESOLVED, BY THE MEBANE CITY COUNCIL:**

That **City of Mebane** does hereby adopt the Capital Improvement Plan (CIP) as updated for the Fiscal Year 2021-22 budget, as presented at the April 4, 2022 City Council Meeting.

Adopted this the 4<sup>th</sup> day of April, 2022 at Mebane, North Carolina.

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Signature of Chief Executive Officer

Ed Hooks, Mayor

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Printed Name and Title

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting City Clerk of the City of Mebane does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the adoption of the 10-Year Capital Improvement Plan, as regularly adopted at a legally convened meeting of the City Council of the City of Mebane duly held on the \_\_\_\_ day of \_\_\_\_\_, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2022.

---

Signature

Stephanie Shaw, City Clerk

---

Printed Name and Title

## RESOLUTION BY THE MEBANE CITY COUNCIL

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater system improvements, and

WHEREAS, The **City of Mebane** has need for and intends to construct a project to expand the wastewater treatment capacity of its Water Resource Recovery Facility, and

WHEREAS, The **City of Mebane** intends to request State Clean Water Revolving Fund (CWSRF) assistance for the project,

### NOW THEREFORE BE IT RESOLVED, BY THE MEBANE CITY COUNCIL:

That **City of Mebane**, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State Clean Water State Revolving Fund (CWSRF) award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Mebane to make scheduled repayment of the loan, to withhold from the City of Mebane any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That City Manager, Chris Rollins, the City's **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a Clean Water State Revolving Fund (CWSRF) to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 4<sup>th</sup> day of April, 2022 at Mebane, North Carolina.

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Signature of Chief Executive Officer

Ed Hooks, Mayor

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Printed Name and Title

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting City Clerk of the City of Mebane does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the City of Mebane, duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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Signature

Stephanie Shaw, City Clerk

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Printed Name and Title



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## AGENDA ITEM #4G

### Reimbursement Resolution for the WRRF 1.5 MGD Expansion Project

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#### Meeting Date

April 4, 2022

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#### Presenter

Finance Director

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#### Public Hearing

Yes  No

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#### Summary

A reimbursement resolution is a municipal resolution required by the IRS declaring a municipality's official intent to reimburse a municipal account with proceeds from a tax-exempt bond or installment purchase agreement. It is recommended that the Council approve a reimbursement resolution for the Water Resource Recovery Facility (WRRF) 1.5 million gallons per day (MGD) expansion project.

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#### Background

This Council approved a Capital Project Ordinance for the WRRF 1.5 MGD expansion project at the May 3, 2021 meeting.

---

#### Financial Impact

The approval of this resolution will allow for the City to be reimbursed for project costs incurred prior to the issuance of debt. The estimated cost of the project is \$51,000,000.

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#### Recommendation

The Council approves the resolution.

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#### Suggested Motion

Motion to approve the reimbursement resolution for the WRRF 1.5 MGD expansion project.

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#### Attachments

1. Reimbursement resolution for the WRRF 1.5 MGD expansion project.

**Reimbursement Resolution for Water Resource Recovery  
Facility 1.5 MGD Expansion Project --  
authorizing the City to reimburse itself for early Project  
expenditures from later financing proceeds**

***Introduction --***

The City intends to undertake a Project (as described below), use its own funds to pay initial Project costs, and then reimburse itself from financing proceeds for these early expenditures. The Manager and the Finance Director have advised the Council that it should adopt this resolution to document the City's plans for reimbursement, so as to comply with certain federal tax rules relating to reimbursement from financing proceeds.

**BE IT RESOLVED by the City Council of the City of Mebane, North Carolina, as follows:**

1. The Project is the Water Resource Recovery Facility (WRRF) 1.5 million gallons per day (MGD) expansion.
2. The City intends to advance funds for initial Project costs, and then reimburse itself from financing proceeds. The expected primary type of financing for the Project (which is subject to change) is revenue bonds. The expected maximum amount of financing expected for the Project (including allowances for reserves and financing costs) is approximately \$51,000,000.
3. Funds for the early Project expenditures may come from the City's Water and Sewer Fund, or any other appropriate City fund.
4. The City intends for the adoption of this resolution to be a declaration of its official intent to reimburse itself from financing proceeds for Project cost expenditures.

\*\*\*\*\*

I certify as follows: that the foregoing resolution was properly adopted at a meeting of the City Council of the City of Mebane, North Carolina; that this meeting was properly called and held on April 4, 2022; that a quorum was present and acting

throughout this meeting; and that this resolution has not been modified or amended, and remains in full effect as of today.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

[SEAL]

\_\_\_\_\_  
City Clerk  
City of Mebane, North Carolina



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## AGENDA ITEM #4H

### Budget Amendment for the WRRF 1.5 MGD Expansion Capital Project Ordinance

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#### Meeting Date

April 4, 2022

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#### Presenter

Finance Director

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#### Public Hearing

Yes  No

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#### Summary

A budget amendment is necessary for the Water Resource Recovery Facility (WRRF) 1.5 million gallons per day (MGD) Capital Project Ordinance to cover necessary costs to allow the City to move forward with the current engineering design contract. The costs include site soil borings for new structures, permitting, environmental reviews, special use permit and rezoning case, land surveying, legal and other miscellaneous items.

---

#### Background

This Council approved a Capital Project Ordinance for the WRRF 1.5 MGD expansion project at the May 3, 2021 meeting.

---

#### Financial Impact

The budget amendment will appropriate fund balance of \$215,000 in the Water and Sewer Fund and transfer it to the WRRF 1.5 MGD expansion Capital Project Ordinance.

---

#### Recommendation

The Council approves the budget amendment.

---

#### Suggested Motion

Motion to approve the budget amendment to appropriate fund balance in the Water and Sewer Fund and transfer it to the WRRF 1.5 MGD expansion Capital Project Ordinance.

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#### Attachments

1. Budget amendment.

BE IT ORDAINED by the Council of the City of Mebane that the Budget Ordinance for the Fiscal Year beginning July 1 2021 as duly adopted on June 7, 2021, and the WRRF 1.5 MGD Capital Project Ordinance duly adopted on May 3, 2021, is hereby amended as follows:

**ARTICLE I**

<b>APPROPRIATIONS</b>	<b>Current Budget</b>	<b>Change</b>	<b>Revised Budget</b>
Utility Fund - Non-Departmental	\$ 4,594,094	\$ 215,000	\$ 4,809,094
WRRF 1.5 MGD Capital Project Ordinance	\$ 3,310,000	\$ 215,000	\$ 3,525,000

**ARTICLE II**

<b>REVENUES</b>	<b>Current Budget</b>	<b>Change</b>	<b>Revised Budget</b>
Utility Fund - Appropriated Fund Balance	\$ 2,025,368	\$ 215,000	\$ 2,240,368
WRRF 1.5 MGD Capital Project Ordinance	\$ 3,310,000	\$ 215,000	\$ 3,525,000

This the 4th day of April, 2022.





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## AGENDA ITEM #4i

### Reimbursement Resolution for the Lake Michael Dam Spillway replacement

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#### Meeting Date

April 4, 2022

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#### Presenter

Finance Director

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#### Public Hearing

Yes  No

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#### Summary

A reimbursement resolution is a municipal resolution required by the IRS declaring a municipality's official intent to reimburse a municipal account with proceeds from a tax-exempt bond or installment purchase agreement. It is recommended that the Council approve a reimbursement resolution for the Lake Michael Dam spillway project.

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#### Background

This Council approved a Capital Project Ordinance for the Lake Michael Dam spillway replacement project at the February 7<sup>th</sup> meeting of this year.

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#### Financial Impact

The approval of this resolution will allow for the City to be reimbursed for project costs incurred prior to the issuance of debt. The estimated cost of the project is \$4,000,000 to \$6,000,000.

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#### Recommendation

The Council approves the resolution.

---

#### Suggested Motion

Motion to approve the reimbursement resolution for the Lake Michael Dam spillway replacement project.

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#### Attachments

1. Reimbursement resolution for the Lake Michael Dam spillway replacement project.

**Reimbursement Resolution for Lake Michael Dam Spillway  
Replacement Project --  
authorizing the City to reimburse itself for early Project  
expenditures from later financing proceeds**

***Introduction --***

The City intends to undertake a Project (as described below), use its own funds to pay initial Project costs, and then reimburse itself from financing proceeds for these early expenditures. The Manager and the Finance Director have advised the Council that it should adopt this resolution to document the City's plans for reimbursement, so as to comply with certain federal tax rules relating to reimbursement from financing proceeds.

**BE IT RESOLVED by the City Council of the City of Mebane, North Carolina, as follows:**

1. The Project is the Lake Michael Dam Spillway Replacement.
2. The City intends to advance funds for initial Project costs, and then reimburse itself from financing proceeds. The expected primary type of financing for the Project (which is subject to change) is an installment purchase agreement. The expected maximum amount of financing expected for the Project (including allowances for reserves and financing costs) is approximately \$4,000,000 to \$6,000,000.
3. Funds for the early Project expenditures may come from the City's General Fund, or any other appropriate City fund.
4. The City intends for the adoption of this resolution to be a declaration of its official intent to reimburse itself from financing proceeds for Project cost expenditures.

\*\*\*\*\*

I certify as follows: that the foregoing resolution was properly adopted at a meeting of the City Council of the City of Mebane, North Carolina; that this meeting was properly called and held on April 4, 2022; that a quorum was present and acting

throughout this meeting; and that this resolution has not been modified or amended and remains in full effect as of today.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

[SEAL]

\_\_\_\_\_  
City Clerk  
City of Mebane, North Carolina



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## AGENDA ITEM #4J

### Budget Amendment for the Oil Reclamation Shed

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#### Meeting Date

April 4, 2022

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#### Presenter

Daphna Schwartz, Finance Director  
Chuck Smith, Public Works Director

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#### Public Hearing

Yes  No

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#### Summary

A budget amendment is necessary to move forward with rebuilding the oil reclamation shed that was removed due to the construction of Corregidor Street.

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#### Background

The City received \$40,000 from NC Department of Transportation to assist with rebuilding the oil reclamation shed. The funds need to be budgeted in order to utilize them.

---

#### Financial Impact

The budget amendment will appropriate fund balance of \$40,000 in the General Fund and budget them to be expensed in the Public Works budget.

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#### Recommendation

The Council approves the budget amendment.

---

#### Suggested Motion

Motion to approve the budget amendment to appropriate fund balance in the General Fund for use in the Public Works department to rebuild the oil reclamation shed.

---

#### Attachments

1. Budget amendment.

BE IT ORDAINED by the Council of the City of Mebane that the Budget Ordinance for the Fiscal Year beginning July 1 2021 as duly adopted on June 7, 2021, is hereby amended as follows:

ARTICLE I

APPROPRIATIONS	Current Budget	Change	Revised Budget
General Fund - Public Works	\$ 3,417,344	\$ 40,000	\$ 3,457,344

ARTICLE II

REVENUES	Current Budget	Change	Revised Budget
General Fund - Appropriated Fund Balance	\$ 4,279,955	\$ 40,000	\$ 4,319,955

This the 4th day of April, 2022.

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## AGENDA ITEM #5A

Ordinance to Extend the Corporate Limits-  
Duke University Health Systems-  
1103 Crystal Lane

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### Meeting Date

April 4, 2022

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### Presenter

Lawson Brown, City Attorney

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### Public Hearing

Yes  No

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### Summary

The Council will consider the approval of an Ordinance to Extend the Corporate Limits as the next step in the annexation process. This is a contiguous annexation containing approximately 0.93 acres located at 1103 Crystal Lane in Alamance County.

---

### Background

At the March 7, 2022 Council Meeting, Council accepted the petition for annexation and the Clerk's certificate of sufficiency and adopted a Resolution setting a date of Public Hearing for April 4, 2022 to consider approval of extending Mebane's corporate limits. The Public Hearing Notice was properly advertised.

---

### Financial Impact

The property and improvements will be added to the ad valorem tax base for the City once the property is annexed as determined by the state statute.

---

### Recommendation

Staff recommends adoption of an Ordinance to Extend the Corporate Limits of the City of Mebane, North Carolina.

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### Suggested Motion

I make a motion to adopt of an Ordinance to Extend the Corporate Limits of the City of Mebane, North Carolina to include the 0.93 acres.

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### Attachments

1. Ordinance
2. Map

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS  
OF THE CITY OF MEBANE, NORTH CAROLINA

*Mail after recording to: City of Mebane, Attn: City Clerk, 106 E. Washington Street, Mebane, NC 27302*

Ordinance No. 151

WHEREAS, the City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at the Glendel Stephenson Municipal Building at 6:00 p.m. on April 4, 2022, after due notice by the Mebane Enterprise on March 23, 2022; and

WHEREAS, the City Council finds that the petition meets the requirements of G.S. 160A-31;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Mebane, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the City of Mebane as of April 4, 2022:

BEGINNING AT AN IRON PIPE THE NORTHWEST CORNER OF LOT 1 AS SHOWN ON PLAT BOOK 77, PAGE 49 OF THE ALAMANCE COUNTY REGISTER OF DEEDS; THENCE WITH SAID COMMON LINE SOUTH 18°07'46" WEST A DISTANCE OF 205.04 FEET TO AN IRON PIPE, THE EASTERN MOST CORNER OF LOT 12 AS SHOWN ON THE AFORE MENTIONED PLAT BOOK; THENCE WITH SAID COMMON LINE SOUTH 88°50'08" WEST A DISTANCE OF 196.61 FEET TO AN IRON PIPE, THE COMMON CORNER OF JEFFEREYS; THENCE WITH SAID COMMON LINE NORTH 11°38'23" EAST A DISTANCE OF 200.28 FEET TO AN IRON PIPE IN THE SOUTH LINE OF ROWLAND; THENCE WITH SAID COMMON LINE NORTH 89°17'53" EAST A DISTANCE OF 219.98 FEET TO THE POINT OF BEGINNING; CONTAINING 40,544 SQUARE FEET OR 0.93 ACRES.

Section 2. Upon and after November April 4, 2022 the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Mebane and shall be entitled to the same privileges and benefits as other parts of the City of Mebane. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Mebane shall cause to be recorded in the office of the Register of Deeds of Alamance County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with duly certified copy of this ordinance. Such a map shall also be delivered to the Alamance County Board of Elections, as required by G.S. 163-288.1.

Adopted this 4<sup>th</sup> day of April, 2022.

City of Mebane

ATTEST:

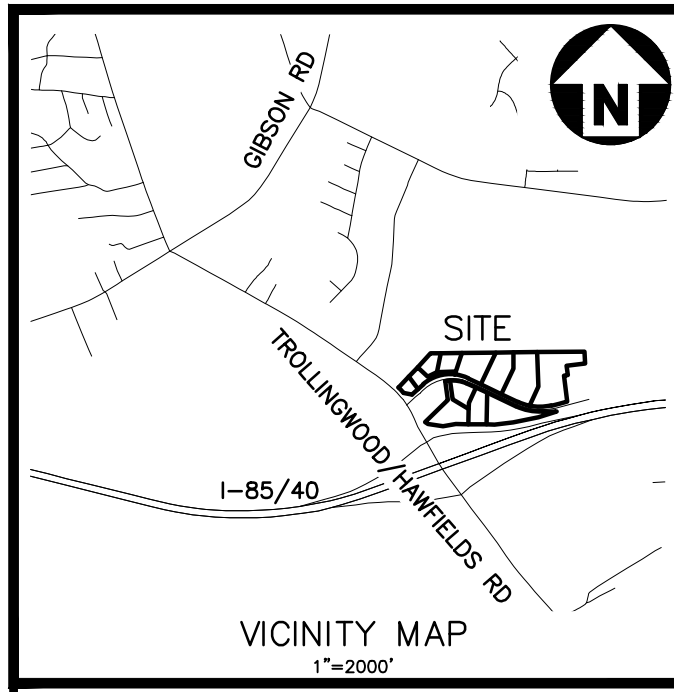
\_\_\_\_\_  
Stephanie W. Shaw, City Clerk

\_\_\_\_\_  
Ed Hooks, Mayor

Approved as to form:

\_\_\_\_\_  
Lawson Brown, City Attorney





I, RONALD T. FREDERICK, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM DEED DESCRIPTION RECORDED IN BOOK AND PAGE (AS SHOWN); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AND DRAWN FROM INFORMATION FOUND IN BOOK AND PAGE (AS SHOWN); THAT THE RATIO OF PRECISION AS CALCULATED IS  $\pm 1:44,000 \pm$ ; AND THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

I HEREBY CERTIFY THAT THIS PLAT IS OF THE FOLLOWING TYPE: G.S. 47-30 (f)(11)(d). THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_

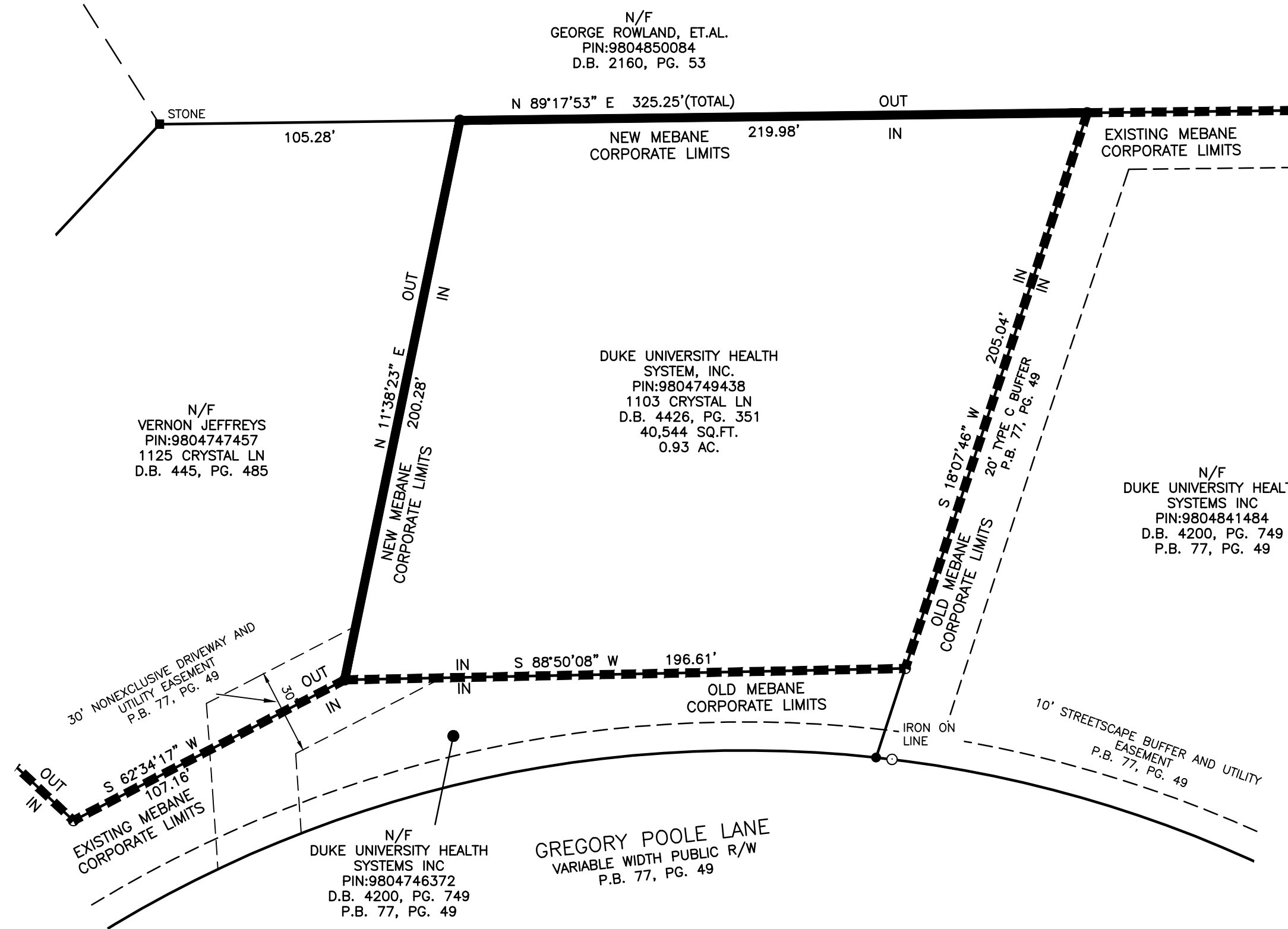
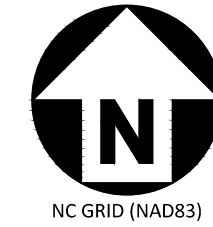
RONALD T. FREDERICK PLS L-4720

**PRELIMINARY**



**GENERAL NOTES**

1. THIS IS A CONTIGUOUS ANNEXATION MAP.
2. BEARINGS FOR THIS SURVEY ARE BASED ON NC GRID NAD 83(2011).
3. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
4. ZONING: M-1 PER MEBANE GIS
5. AREA BY COORDINATE GEOMETRY.
6. FLOOD NOTE: THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD ZONE. IT IS LOCATED IN ZONE "X" AS DEFINED BY F.E.M.A F.I.R.M COMMUNITY PANEL 3710980400K DATED 11/17/2017
7. REFERENCES: AS SHOWN



**McADAMS**

The John R. McAdams Company, Inc.  
2905 Meridian Parkway  
Durham, NC 27713

phone 919. 361. 5000  
fax 919. 361. 2269  
license number: C-0293, C-187

www.mcadamsco.com

**CLIENT**

DUKE HEALTH  
2200 WEST MAIN STREET  
SUITE 650  
DURHAM, NC 27705

**CITY OF MEBANE VOLUNTARY  
CONTIGUOUS ANNEXATION MAP**

GREGORY POOLE COMMERCE PARK  
1103 CRYSTAL LANE  
CITY OF MEBANE, ALAMANCE COUNTY, NORTH CAROLINA

**REVISIONS**

NO.	DATE

**PLAN INFORMATION**

PROJECT NO.	DKH21001
FILENAME	DKH21001-F1
CHECKED BY	RTF
DRAWN BY	DJM
SCALE	1"=40'
DATE	1/24/2022

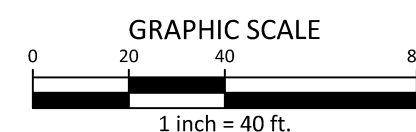
**SHEET**

**ANNEXATION MAP  
SHEET NUMBER**

**1-1**

**LEGEND**

- CONCRETE MONUMENT
- EXISTING IRON PIPE
- IRON PIPE SET
- PROPERTY LINE
- NEW CORPORATE LIMITS
- EXISTING CORPORATE LIMITS
- BUFFER LINE
- EASEMENT LINE





# AGENDA ITEM #5B

## Special Use Request – City of Mebane Elevated Water Storage Tank

### Presenter

Cy Stober, Development Director

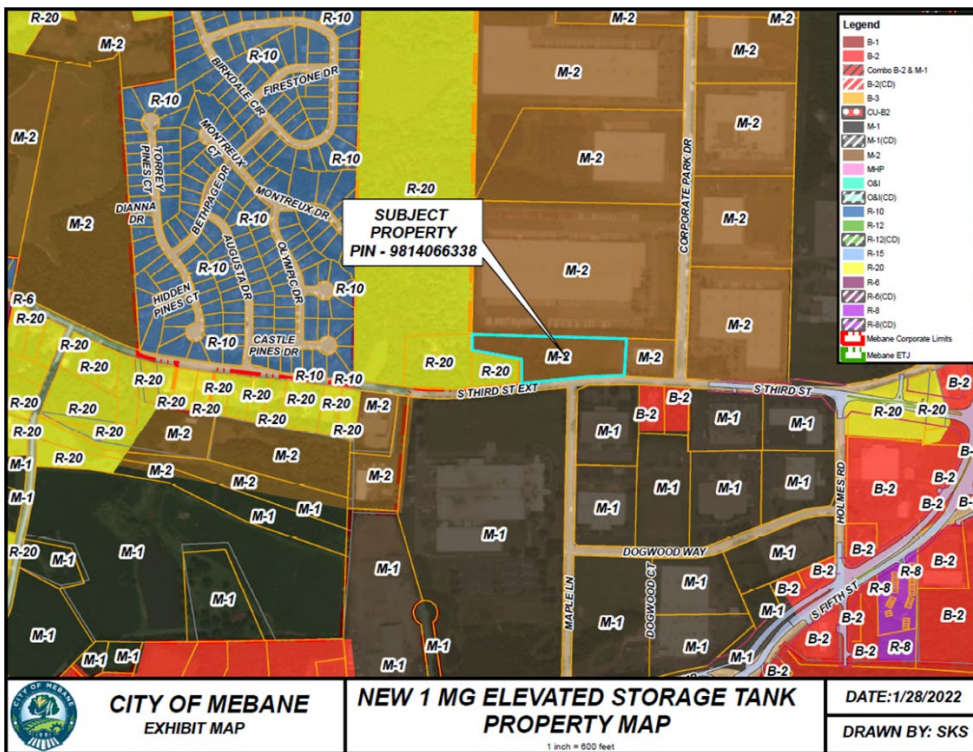
### Applicant

City of Mebane  
106 East Washington Street  
Mebane, NC 27302

### Public Hearing

Yes  No  (Quasi-Judicial)

### Zoning Map



### Property

1500 S. Third St.  
Alamance Co.  
GPIN# 9814066338

### Proposed Zoning

N/A

### Current Zoning

M-2

### Size

+/-5.16 acres

### Surrounding Zoning

M-1, M-2, R-20, B-2

### Surrounding Land Uses

Light & Heavy Industrial, Single-Family Residential, Vacant

### Utilities

Present

### Floodplain

No

### Watershed

No

### City Limits

Yes

---

### Summary

The City of Mebane is requesting approval of a Special Use Permit to allow for an Elevated Water Storage Tank (EST) on a +/-1.39-acre parcel of the +/-5.16-acre property at 1500 South Third Street. The EST will store 1 million gallons of water and fulfill goals of the City's adopted Long-Range Utility Plan as well as enhance the City's public safety needs. Special Purpose Lots are detailed in Section 4-6 of the Mebane Unified Development Ordinance, where they are reserved for utility uses and all dimensional requirements (e.g. setbacks) are waived; the EST will be +/-200' tall. The 20' landscape buffer and driveway criteria apply. Additionally, the EST is subject to the development standards of Section 4-7.9.H ("Public Works and Public Utility Facilities Essential to the Immediate Area"), which requires fencing and has use-specific regulations regarding noise, dust, and outdoor storage.

The subject property lies at a transition area between the North Carolina Industrial Center (NCIC) to the north and east and the residential properties to the west. The properties to the south are outside the NCIC but have historically been used for heavy manufacturing. The subject property has a pending subdivision under staff review to separate the Special Purpose Lot for the EST on +/-1.39 acres, leaving +/-3.5 acres to separate the residential properties to the west, which is largely occupied by a constructed regional stormwater control measure.

The City submitted its site plans and supporting materials for review by the City's Technical Review Committee and all materials reflect staff feedback on the application and supporting materials. A technical memorandum from the City Engineer is included with this item.

---

### Financial Impact

The EST will realize the goals and objectives of the City's Long Range Utility Plan. Receipt of federal grant funds will reduce local municipal obligations to construct this public utility feature. Allocation of funds for this public utility will be discussed and determined in municipal budget meetings.

---

### Recommendation

At their March 14 meeting, the Mebane Planning Board voted unanimously (4 – 0) to recommend approval of the special use request.

The Planning staff has reviewed the request for harmony with the surrounding area and consistency with the City's adopted plans and recommends approval.

---

### Suggested Motion

1. Motion to find that the request is both reasonable and in the public interest because it finds that it:
  1. Will not materially endanger the public health or safety;
  2. Will not substantially injure the value of adjoining or abutting property;
  3. Will be in harmony with the area in which it is located; and
  4. Will be in conformity with the objectives and goals of the City's Long Range Utility Plan and in the City's 2017 Comprehensive Land Development Plan *Mebane By Design*. The request:

- Serves Mebane CLP Growth Management Goal 2.3 by “Develop[ing] community facilities with private sector and non-profit partners ” (pp.17 & 82);
- Serves Mebane CLP Growth Management Goal 2.4 by “...Provid[ing] residents equitable access to Mebane’s community service” (pp.17, 82, & 83); and
- Serves Mebane CLP Growth Management Goal 3.2 by “...Improv[ing] efforts to identify entrance corridors, streetscapes, wayfinding, and signage that consistently reflects the City’s “Positively Charming” brand,” (pp.17 & 84)

**OR**

2. Motion to deny the special use permit as presented due to a failure to satisfy any one of the four criteria required for approval (**NOTE: criterion for failure must be specified**)

---

**Attachments**

1. Special Use Permit Application
2. Zoning Map
3. Planning Project Report
4. Site Plan & Profile
5. Appraisal Letter
6. Technical Memorandum from City Engineer



## APPLICATION FOR A SPECIAL USE PERMIT

Application is hereby made for an amendment to the Mebane Zoning Ordinance as follows:

Name of Applicant: City of Mebane - Chris Rollins, City Manager

Address of Applicant: 106 E Washington Street, Mebane, NC 27302

Address and brief description of property: 1500 S Third St. Mebane, NC 27302

Vacant land zoned M-2 with stormwater retention pond on-site to serve adjacent properties.

Applicant's interest in property: (Owned, leased or otherwise) Under Contract to Purchase

\*Do you have any conflicts of interest with: Elected/Appointed Officials, Staff, etc.?

Yes NA Explain: Applicant is City of Mebane No \_\_\_\_\_

Type of request: Special use permit for an elevated water storage tank

Sketch attached:  Exhibit Map & Zoning Map No \_\_\_\_\_

Reason for the request: Construction of a 1 MG elevated water storage tank, currently the City does not have adequate storage for increasing demand and fire flows relying on surplus pump capacity at the water plant.

Signed: 

Date: 2/8/22

Action by Planning Board: \_\_\_\_\_

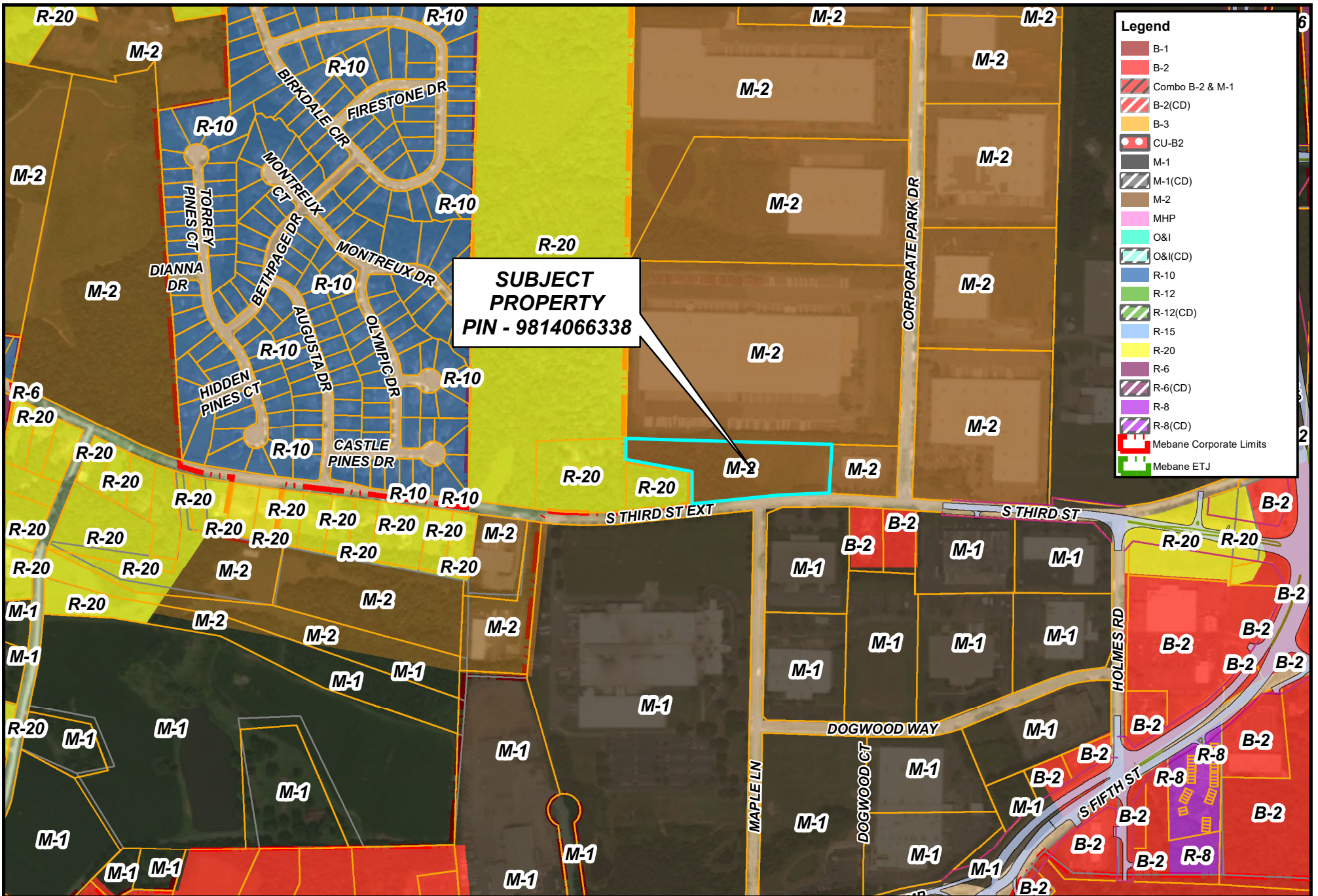
Public Hearing Date: \_\_\_\_\_ Action: \_\_\_\_\_

Zoning Map Corrected: \_\_\_\_\_

The following items should be included with the application for rezoning when it is returned:

1. Tax Map showing the area that is to be considered.
2. Names and addresses of all adjoining property owners within a 300' radius (Include those that are across the street).
3. \$400.00 Fee to cover administrative costs.
4. The information is due 15 working days prior to the Planning Board meeting. The Planning Board meets the 2<sup>nd</sup> Monday of each month at 6:30 p.m. Then the request goes to the City Council for a Public Hearing the following month. The City Council meets the 1<sup>st</sup> Monday of each month at 6:00 p.m.





**CITY OF MEBANE**  
EXHIBIT MAP

**NEW 1 MG ELEVATED STORAGE TANK**  
**PROPERTY MAP**

DATE: 1/28/2022

DRAWN BY: SKS

1 inch = 600 feet



---

# PLANNING PROJECT REPORT

DATE	02/24/22
PROJECT NAME	City of Mebane Elevated Water Storage Tank
APPLICANTS	City of Mebane 106 East Washington Street Mebane, NC 27302

## CONTENTS

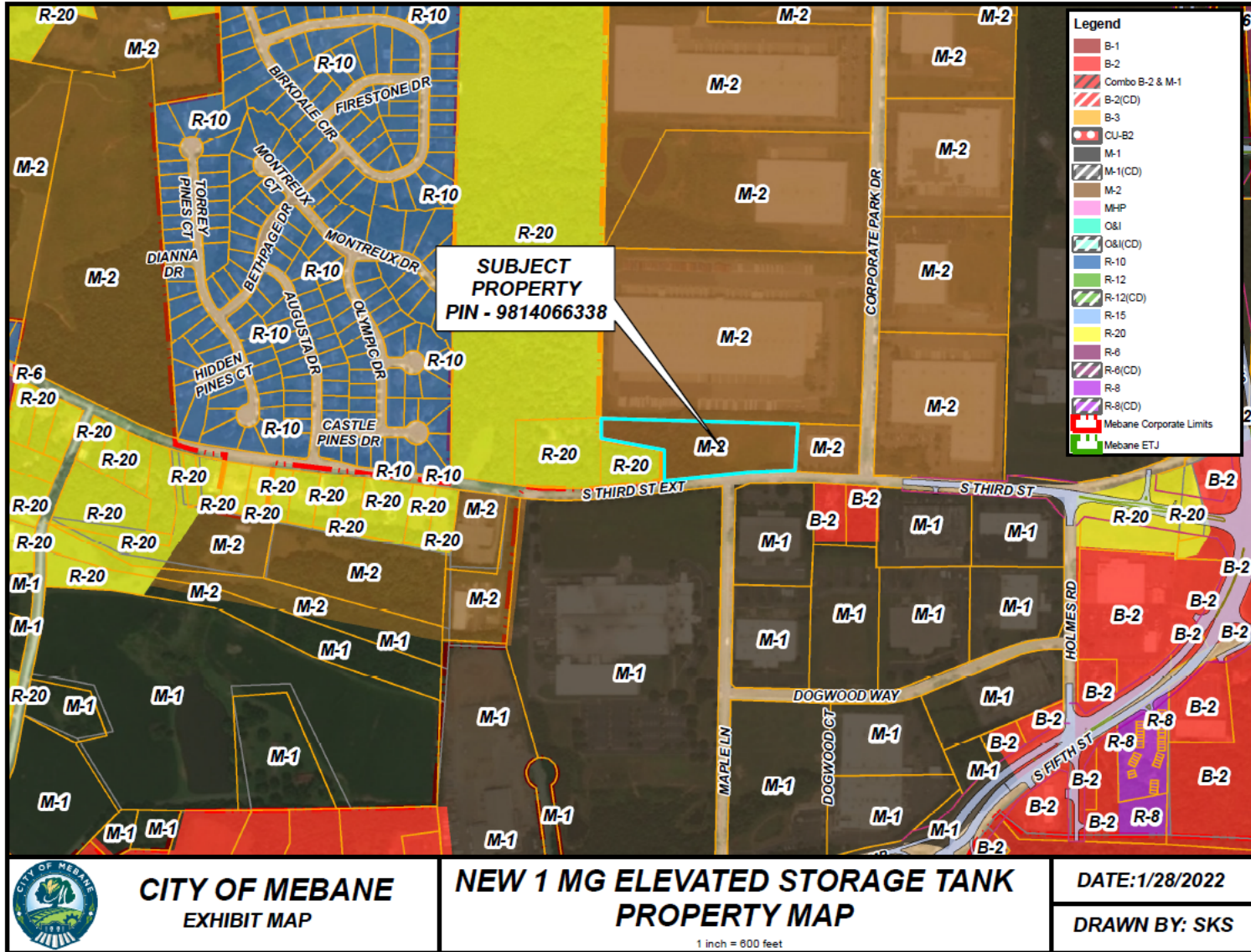
PROJECT NAME & APPLICANT .....	PAGE 1
ZONING REPORT .....	PAGE 2
LAND USE REPORT .....	PAGE 4
UTILITIES REPORT .....	PAGE 6
STAFF ZONING REQUEST RECOMMENDATION .....	PAGE 7
STAFF SPECIAL USE PERMIT CONSISTENCY FINDINGS .....	PAGE 7



## ZONING REPORT

EXISTING ZONE	M-2 (“Light Manufacturing”)
REQUESTED ACTION	Special Use request for a Special Purpose Lot for a Public Utility
CONDITIONAL ZONE?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
CURRENT LAND USE	Vacant
PARCEL SIZE	+/-5.16 acres; proposed to be subdivided to a +/-1.394 acre parcel
PROPERTY OWNERS	SST Properties, LLC 309 Gallimore Dairy Road Suite 102 Greensboro, NC 27409 GPIN 9814066338
LEGAL DESCRIPTION	One property at 1500 South Third Street totaling +/-5.16 acres that is currently vacant and proposed for a Special Purpose Lot to accommodate a 200’-tall 1-million gallon (1 MG) Elevated Water Storage Tank (EST) (“Public Utility Facility Essential to the Immediate Area”). The City of Mebane has the property under option to purchase from SST Properties.
AREA ZONING & DISTRICTS	The property is within the North Carolina Industrial Center (NCIC) and all properties to the north and east are zoned M-2. All properties to the south across South Third Street are zoned M-1 (“Heavy Manufacturing”). Two properties to the southeast and across the driveway to the NCIC are zoned B-2 (“General Business”). There are three properties to the west under single ownership that are zoned R-20. The proposed subdivision of the property will create a 3.5+-acre separation between the EST and these residents.
SITE HISTORY	Properties historically vacant and the onsite wetlands used for stormwater treatment by properties in the NCIC.
<b>STAFF ANALYSIS</b>	
CITY LIMITS?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PROPOSED USE BY-RIGHT?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SPECIAL USE?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
EXISTING UTILITIES?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
POTENTIAL IMPACT OF PROPOSED ZONE	No rezoning is proposed. The proposed Special Purpose Lot will address citywide utility and safety needs and the tower will be nearly surrounded by manufacturing zones.



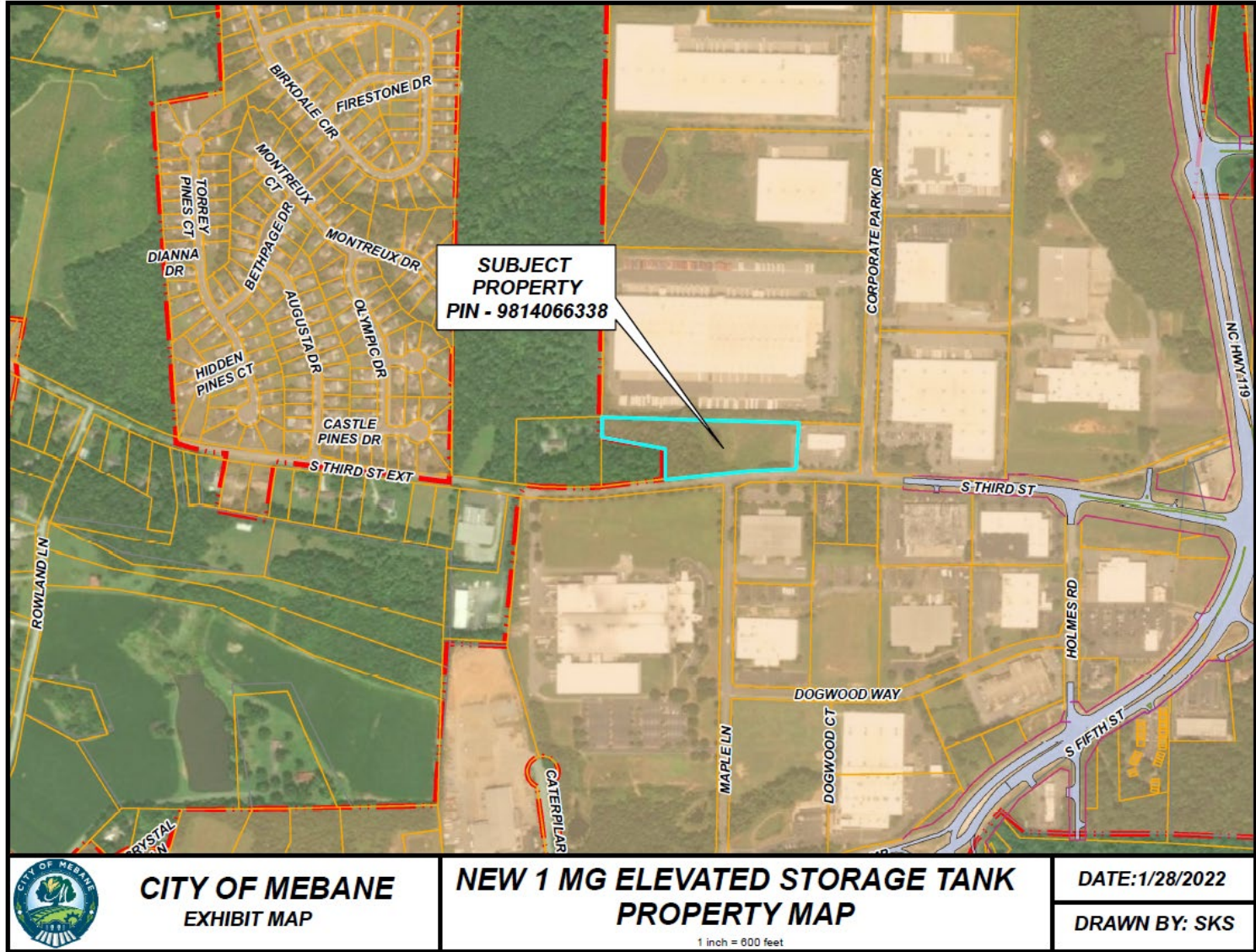




## LAND USE REPORT

<b>EXISTING LAND USE</b>	Vacant
<b>PROPOSED LAND USE &amp; REQUESTED ACTION</b>	One property at 1500 South Third Street totaling +/-5.16 acres that is currently vacant and proposed for a Special Purpose Lot to accommodate a 200'-tall, 1 MG EST ("Public Utility Facility Essential to the Immediate Area"). Dedicated as a Special Purpose Lot, the use is exempt from all City dimensional standards excepting landscape buffering and provision of an access driveway. The City also requires that a fence be erected around the site, outdoor storage be prohibited, and noise and dust be controlled.
<b>PROPOSED ZONING</b>	N/A
<b>PARCEL SIZE</b>	+/-5.16 acres; proposed to be subdivided to a +/-1.394 acre parcel
<b>AREA LAND USE</b>	The properties to the north, east, and south are all used for manufacturing and similar practices. Two of the three residentially-zoned properties to the west are vacant and the other is a large single-family residential property; all properties have the same owners. A proposed subdivision currently under staff review will provide a 3.5+-acre separation between these properties and the EST. There are two properties to the southeast zoned for business: one is vacant and the other is occupied by an ABC store.
<b>ONSITE AMENITIES &amp; DEDICATIONS</b>	Site proposed to have two sheds to hold equipment and supporting technology.
<b>WAIVER REQUESTED</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>DESCRIPTION OF REQUESTED WAIVER(S)</b>	
<b>CONSISTENCY WITH <i>MEBANE BY DESIGN</i> STRATEGY</b>	
<b>LAND USE GROWTH STRATEGY DESIGNATION(S)</b>	G-4 Secondary Growth Area
<b>OTHER LAND USE CONSIDERATIONS</b>	Special Purpose Lot for an Essential Public Utility Facility
<b><i>MEBANE BY DESIGN</i> GOALS &amp; OBJECTIVES SUPPORTED</b>	<p><b>PUBLIC FACILITIES AND INFRASTRUCTURE 2.3</b> Develop community facilities with private sector and non-profit partners.</p> <p><b>PUBLIC FACILITIES AND INFRASTRUCTURE 2.4</b> Provide residents equitable access to Mebane's community service.</p> <p><b>COMMUNITY APPEARANCE 3.2</b> Improve efforts to identify entrance corridors, streetscapes, wayfinding, and signage that consistently reflects the City's "Positively Charming" brand.</p>
<b><i>MEBANE BY DESIGN</i> GOALS &amp; OBJECTIVES <u>NOT</u> SUPPORTED</b>	







## UTILITIES REPORT

AVAILABLE UTILITIES	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PROPOSED UTILITY NEEDS	N/A – site will provide municipal water service
UTILITIES PROVIDED BY APPLICANT	A 1 MG EST will be constructed to provide the City with improved water service.
MUNICIPAL CAPACITY TO ABSORB PROJECT	Project will enhance municipal water service and fire services.
CONSISTENCY WITH MEBANE LONG RANGE UTILITY PLAN?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ADEQUATE STORMWATER CONTROL?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
INNOVATIVE STORMWATER MANAGEMENT?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

### TRANSPORTATION NETWORK STATUS

CURRENT CONDITIONS	South Third Street is a NC DOT secondary route and thoroughfare that has an average of 7,000 trips per day (TPD) and a level of service (LOS) D. The LOS is anticipated to improve with the completion of the NC 119 Bypass project, scheduled for delivery in 2022. It has a Safety Score of 55.6 with 8 automobile crashes, two resulting in minor injury, between 2016 and 2020. There is no sidewalk nor bicycle infrastructure at this location. The proposed project will generate very little traffic.
TRAFFIC IMPACT ANALYSIS REQUIRED?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
DESCRIPTION OR RECOMMENDED IMPROVEMENTS	N/A
CONSISTENCY WITH THE MEBANE BICYCLE AND PEDESTRIAN TRANSPORTATION PLAN?	<input type="checkbox"/> YES <input type="checkbox"/> NO N/A
MULTIMODAL IMPROVEMENTS PROVIDED BY APPLICANT?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
DESCRIPTION OF MULTIMODAL IMPROVEMENTS	N/A



## STAFF RECOMMENDATION

STAFF ZONING RECOMMENDATION  APPROVE  DISAPPROVE

STAFF SPECIAL USE FINDING  CONSISTENT  NOT CONSISTENT.....WITH *MEBANE BY DESIGN*

### RATIONALE

The proposed development “City of Mebane Elevated Water Storage Tank” is in harmony with the area zoning and land use and is consistent with the guidance provided within *Mebane By Design*, the Mebane Comprehensive Land Development Plan. In particular, it is consistent with Growth Management Goals 2.3, 2.4, and 3.2. It also is consistent with the goals and objectives of the City’s adopted Long Range Utility Plan.

### PUBLIC INTEREST CONFORMANCE?

ENDANGER PUBLIC HEALTH OR SAFETY?  YES  NO

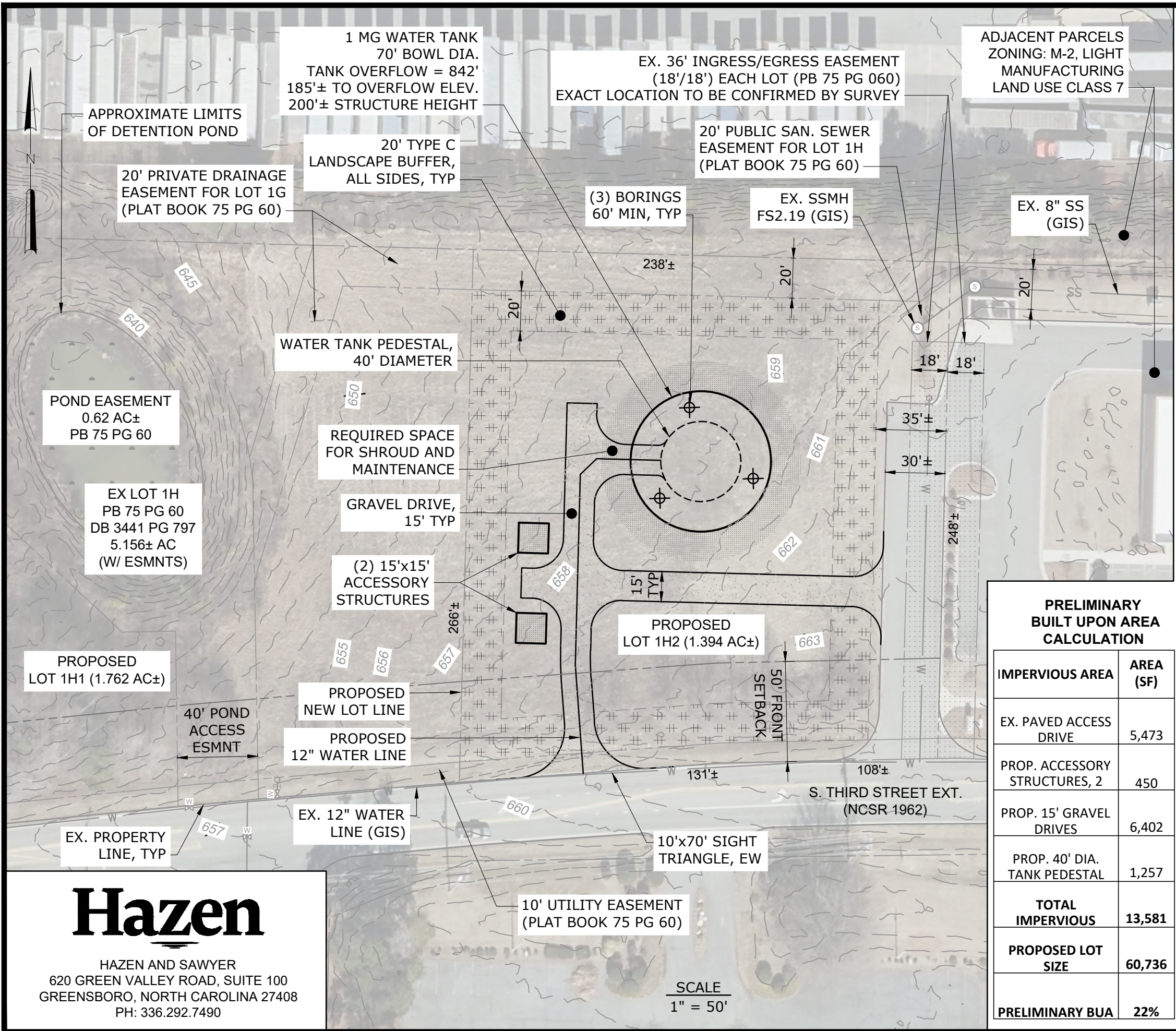
SUBSTANTIALLY INJURE THE VALUE OF ADJOINING OR ABUTTING PROPERTY?  YES  NO

HARMONIOUS WITH THE AREA IN WHICH IT IS LOCATED?  YES  NO

### CONSISTENT WITH *MEBANE BY DESIGN*, THE MUNICIPAL COMPREHENSIVE LAND DEVELOPMENT PLAN?

- The application is consistent with the objectives and policies for growth and development contained in the City of Mebane Comprehensive Land Development Plan, *Mebane By Design*, and, as such, has been recommended for approval.
- The application is not fully consistent with the objectives and policies for growth and development of the City of Mebane Comprehensive Land Development Plan, *Mebane By Design*, but is otherwise in the public interest and has been recommended for approval. The Comprehensive Land Development Plan must be amended to reflect this approval and ensure consistency for the City of Mebane’s long-range planning objectives and policies.
- The application is not consistent with the objectives and policies for growth and development of the City of Mebane Comprehensive Land Development Plan, *Mebane By Design*, and, as such, has been recommended for denial.





**SITE NOTES:**

- DRAWING INFORMATION IS BASED ON AVAILABLE GIS AND RECORD DOCUMENTS. ACTUAL SITE CONDITIONS MAY VARY.
- GENERAL SITE INFORMATION:
  - PROPERTY OWNER:  
SST PROPERTIES, LLC  
309 GALLIMORE DAIRY RD, STE 102  
GREENSBORO, NC 27409  
PH: 336.544.2600
  - PROPERTY LOCATION AND ADDRESS:  
1500 S THIRD ST EXT  
MEBANE, NC 27302  
ALAMANCE COUNTY
  - GPIN # 9814066338
  - DB 3441 PG 797 & PB 75 PG 60 (LOT 1H)
  - 5.165± ACRES, INCLUDING EASEMENTS
  - ZONING: M-2 LIGHT MANUFACTURING
  - PROPOSED LAND USE CLASS (TABLE 6-3-2): 6
  - PROPERTY SETBACKS (TABLE 4-2-1):  
50' / 20' / 20' FRONT/ SIDE/ REAR
  - LANDSCAPE BUFFER (TABLE 6-3-1):  
VACANT, M-2 ADJACENT; 20' TYPE C
  - PRELIMINARY BUILT UPON AREA (BUA):  
22%, LOW DENSITY
- WATERSHED INFORMATION:
  - WATERSHED NAME AND CLASSIFICATION:  
MOADAMS CREEK (LATHAM LAKE); WS-V, NSW
  - STREAM INDEX: 16-18-7
  - FEMA FLOOD ZONE X (MINIMAL FLOOD RISK)

**PRELIMINARY BUILT UPON AREA CALCULATION**

IMPERVIOUS AREA	AREA (SF)
EX. PAVED ACCESS DRIVE	5,473
PROP. ACCESSORY STRUCTURES, 2	450
PROP. 15' GRAVEL DRIVES	6,402
PROP. 40' DIA. TANK PEDESTAL	1,257
<b>TOTAL IMPERVIOUS</b>	<b>13,581</b>
<b>PROPOSED LOT SIZE</b>	<b>60,736</b>
<b>PRELIMINARY BUA</b>	<b>22%</b>

CITY OF MEBANE  
WATER TANK SITE EVALUATION

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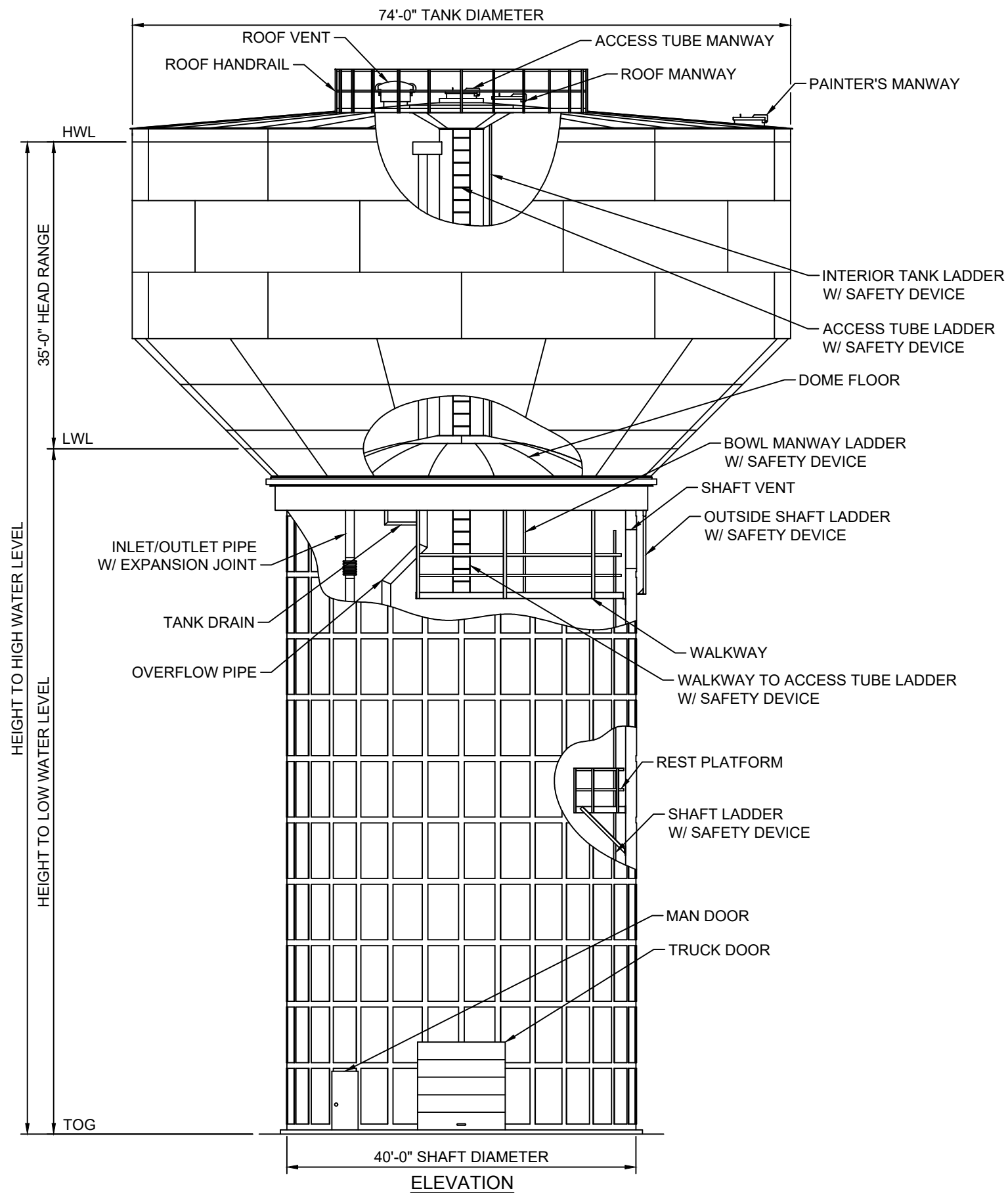
CONCEPTUAL SITE LAYOUT

**Hazen**

HAZEN AND SAWYER  
620 GREEN VALLEY ROAD, SUITE 100  
GREENSBORO, NORTH CAROLINA 27408  
PH: 336.292.7490

SCALE  
1" = 50'





1. DESIGN CRITERIA

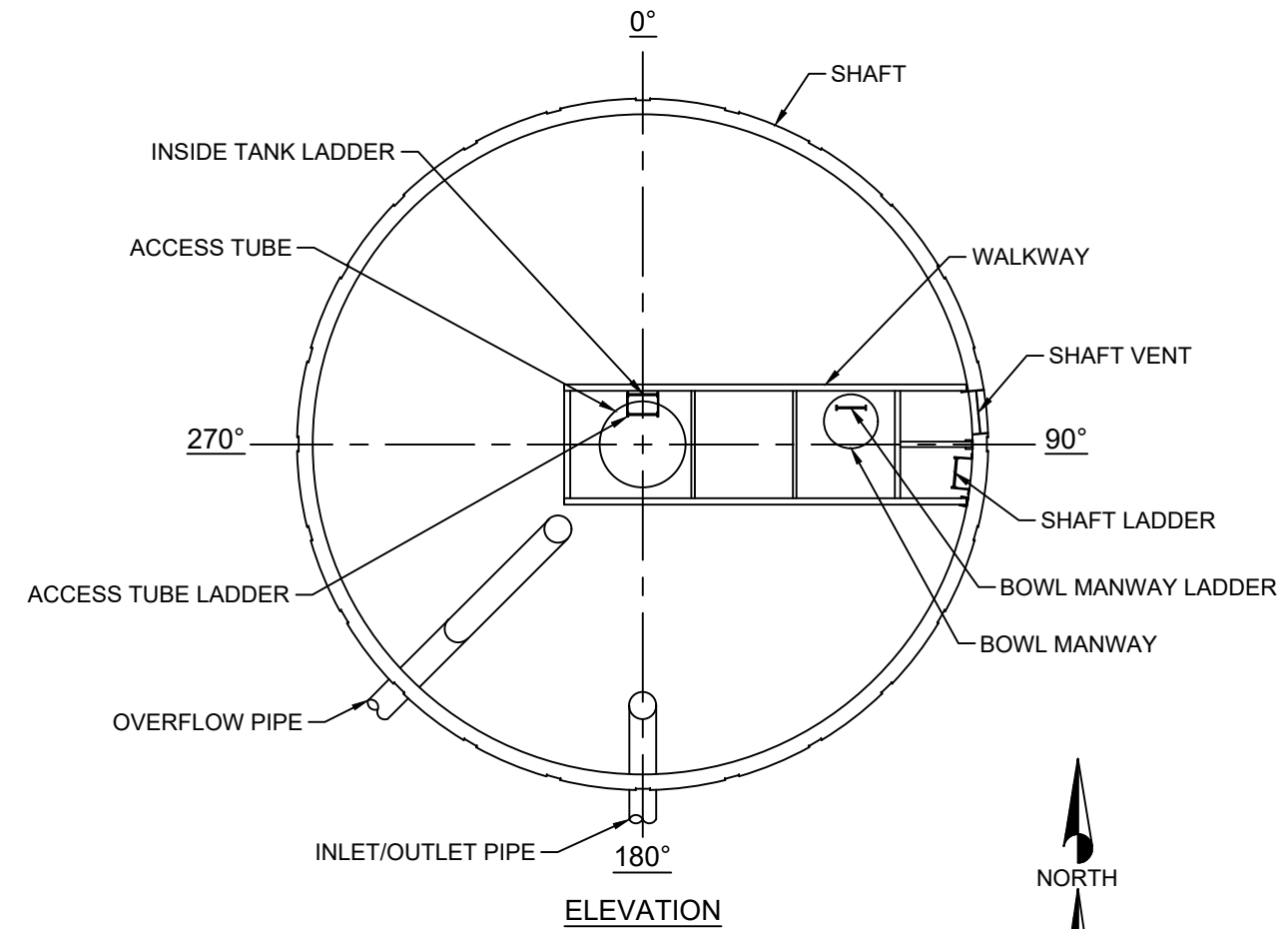
- 1.A. THE TANK AND SUPPORT STRUCTURE SHALL BE DESIGNED, FABRICATED, AND ERECTED IN ACCORDANCE WITH AWWA D107-10 AND THE PROJECT SPECIFICATIONS.
- 1.B. LOADING CRITERIA:
  - 1.B.A. DESIGN WIND VELOCITY - \_\_\_\_\_ MPH
  - 1.B.B. DESIGN SNOW LOAD - \_\_\_\_\_ PSF
  - 1.B.C. MCE SPECTRAL RESPONSE ACCELERATION - 0.2 - SEC PERIOD (S<sub>3</sub>) - \_\_\_\_\_
  - 1.B.D. MCE SPECTRAL RESPONSE ACCELERATION - 1.0 - SEC PERIOD (S<sub>1</sub>) - \_\_\_\_\_

2. MATERIALS

- 2.A. STEEL PLATE: ASTM A283 OR ASTM A36
- 2.B. STRUCTURAL SHAPES: ASTM A36
- 2.C. LADDER RUNGS: ASTM A706

3. GENERAL

- 3.A. ALL ACCESSORIES SHOWN ON THE ELEVATION DRAWING ARE ROTATED FOR CLARITY.
- 3.B. ALL LADDERS, LADDER SAFETY DEVICES, PLATFORMS, HANDRAILS, ETC. SHALL CONFORM TO CURRENT OSHA REGULATIONS.
- 3.C. SURFACE PREPARATION AND COATING REQUIREMENTS SHALL BE IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
- 3.D. THE TANK SHALL BE DISINFECTED IN ACCORDANCE WITH AWWA C652-02.



1,000,000 GALLON ELEVATED COMPOSITE TANK		Revision Description
GENERAL ELEVATION		Rev. By Rev. Date
⊕	Ⓞ	Copyright © 2017 by Phoenix Fabricators & Erectors, LLC. All rights reserved.
Ⓞ	Ⓟ	Engineer:
Ⓟ	Ⓠ	Checked By:
Ⓠ	Ⓡ	Date:
 Avon, Indiana - Sebree, Kentucky		
JOB. No.		
SHEET		



J. Thomas Taylor, MAI, SRA  
Tanya Self  
Wes Rankin  
Chelsea Polk  
Travis Matherly

409-D Parkway Dr.  
P.O. Box 38426  
Greensboro, NC 27438  
Telephone 336-282-8088  
Fax 336-282-9484  
Tax ID# 56-1653450

---

March 4, 2022

City of Mebane, NC  
C/O Mr. Cy Stober, Planning Director  
106 E. Washington St.  
Mebane, NC 27302

RE: Proposed New Water Tower  
1500 S. Third Street  
Mebane, NC

Dear Mr. Stober:

I understand that a new “bulb” type water tower of one million gallon capacity is proposed for the above captioned 5.16 acre site. The purpose of this letter is to express my opinion as to any potential impact on values of surrounding properties as a result of this tower.

The proposed tower will be on a lot within the NC Industrial Center which was developed by Samet Development. This neighborhood is popular for manufacturing and distribution facilities and the Industrial Park has been very successful. Some of the immediately adjoining and nearby uses include Badcock and More, Fresenius Medical Care, Ligette Group, Sports Endeavors and numerous other industrial properties. Adjoining the site to the west is a vacant lot and an older residence. To the west of that is the residential subdivision known as The Governors Green. The proposed tower will be approximately 1,500 feet from the closest house in that subdivision.

Considering the type of industrial development located in this neighborhood and the limited amount of residential development in close proximity, **it is my opinion that the proposed water tower will be compatible with nearby development and will not have any adverse effect on the value of abutting or surrounding properties.** The water tower is needed to keep proper pressure on the water lines which is of value to all surrounding property owners.

I appreciate the opportunity to be of service to you in this matter. If you have any questions or need additional information, please feel free to call.

Respectfully submitted,


J. Thomas Taylor, MAI, SRA





Technical Memo

Date: 3-10-22

From: Franz Holt, City Engineer

To: Cy Stober, Development Director

Subject: New 1 Million Gallon Elevated Water Storage Tank at 1500 S. Third Street Extension

A Water Storage Siting Study was completed by Hazen and Sawyer (Hazen) of Greensboro NC in July, 2021 on behalf of the City of Mebane. A previous evaluation by Hazen concluded that while the City met regulatory requirements for water storage the existing tank was too small to equalize projected future peak water demands and sustain fire flows for longer durations. The water plant currently compensates for the lack of elevated storage by using available ground storage and surplus pumping capacity at the water plant. As the City continues to grow this will eventually become problematic during high peak future demands. Hazen recommends a new 1 million gallon elevated storage tank be completed by 2025 and adding pump capacity at the water plant in 2030. The addition of this new water tank will provide the City with a total of 1.3 million gallons of elevated water storage.

The siting study included reviewing four (4) potential sites all in the same vicinity along S. Third Street Extension. The chosen site needs to be on high ground, near large water mains, and between the existing tank and water plant. All 4 sites being considered met this criteria. The selected site is within the North Carolina Industrial Center (NCIC), vacant, and for sale. The City has started its due diligence for possible purchase.

A site plan for the elevated water storage tank was reviewed by the Technical Review Committee.

1. The site plan shows required setbacks, buffer requirements, and existing easements.
2. The site will require fencing and landscaping meeting the requirements of the UDO.
3. While there is an existing driveway with cross access easement serving the adjacent property the City will install its own new driveway connection to S. Third Street Extension requiring a NCDOT permit and possible encroachment agreement for related utility improvements.
4. The site will be subdivided from a larger tract (5.156 acres) with the City owning and maintaining both lots.
5. The site will require a storm water permit. There is currently an existing storm water pond that will need to be brought into compliance. The City will own and maintain this storm water pond for the purposes of treating and detaining runoff from the proposed and adjacent site.
6. A special use permit from City Council is required for this proposed facility.



---

## AGENDA ITEM #6

Adopting Resolution seeking AIA grant for the study of existing water infrastructure as related to the January 2021 Lead and Copper Rule Revision (LCRR)

### Presenter

Josh Johnson, PE  
Alley, Williams, Carmen, and King, Inc.

---

### Public Hearing

Yes  No

---

### Summary

Staff recommends applying for available State Asset Inventory and Assessment (AIA) funding assistance (grant) related to the study of its existing water infrastructure in preparation of the lead and copper rule revision implementation. Attached for Council consideration is a resolution that requires adoption and submission with the funding application.

---

### Background

With Council approval, the City plans to apply for funding to update its Lead and Copper Plan to comply with the recently promulgated Lead and Copper Rule Revision (LCRR) from January 2021. This study will fund the second phase of the program creation which will include further desktop analysis of the water system for pipe materials, field analysis and investigation of water main and service lines, and compilation of the testing results into a GIS format. This step is required in order to comply with the LCRR, with or without the grant. This work will also provide information to update the City's asset management of the drinking water system. The funding application is due May 2, 2022, and will be submitted prior to the application deadline.

---

### Financial Impact

Seeking grant funding with no local match.

---

### Recommendation

Staff recommends adoption of the resolution provided stating that the City intends to study its existing drinking water infrastructure in preparation for the lead and copper rule revision implementation and intends to request State grant funding assistance and authorizes Chris Rollins, City Manager, to make application on behalf of the City of Mebane.

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### Suggested Motion

Move to approve the adoption of the resolution stating that the City intends to study its existing drinking water infrastructure in preparation for the lead and copper rule revision implementation and intends to request State grant funding assistance and authorizing Chris Rollins, City Manager, to make application on behalf of the City of Mebane.

**Attachments**

1. Resolution.

## RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction and studies of drinking water distribution system and wastewater collections system projects, and

WHEREAS, The City of Mebane has need for and intends to conduct a study on drinking water distribution studies described as study of all drinking water infrastructure, using AIA funding, that belong to the City of Mebane. This study will evaluate the age and location of existing infrastructure in preparation for the lead and copper rule revision implementation, and

WHEREAS, The City of Mebane intends to request State loan and/or grant assistance for the projects.

### Now therefore it be resolved, by the City Council of the City of Mebane:

That City of Mebane, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Mebane to make scheduled repayment of the loan, to withhold from the City of Mebane any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Chris Rollins, City Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 4<sup>th</sup> of April 2022 at City of Mebane Glen Stephenson Municipal Building, Mebane, North Carolina.

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(Signature of Chief Executive Officer)

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(Title)

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting City Clerk of the City of Mebane does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the City of Mebane City Council duly held on the 12<sup>th</sup> day of April, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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(Signature of Recording Officer)

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(Title of Recording Officer)



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## AGENDA ITEM #7

### DOWNTOWN EXTERIOR IMPROVEMENTS GRANT AWARDS

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#### Meeting Date

April 4, 2022

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#### Presenter

Cy Stober, Development Director

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#### Public Hearing

Yes  No

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#### Summary

Council will consider awarding Downtown External Improvements Grant (DEIG) funds to qualifying applications.

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#### Background

At their November 1, 2021, meeting the Mebane City Council formally adopted the Downtown External Improvements Grant (DEIG) program. The approved budget allocated \$50,000 for Downtown Improvements as a matching funds grant program that will reimburse an individual up to 50% of qualifying expenses for exterior improvements to a Downtown property in one of four categories:

- Façade improvements;
- Outdoor seating;
- Exterior artwork; and
- Preservation of historic architecture and buildings.

The City Council awarded five (5) applicants a total of \$20,308.31 for qualifying requests at its March 7, 2022, meeting, leaving \$29,691.69 in grant funds available for award. Applications are now being accepted and considered for award on an open basis.

One qualifying application for 108 and 110 West Clay Street has been received for consideration by the City Council at this meeting: \$6,201 to replace one broken window in the rear of the building; paint sides of both buildings grey or beige; repaint rear of both buildings' beige; paint metal stair railings black; and paint the façade of 108 West Clay Street white and the façade of 110 West Clay Street grey with white trim on all accents and windows. The applicant is not seeking reimbursement for the painting already done for 108 West Clay Street, which was ordered by a tenant, and the landlord will be matching that paint tone and color to present a property with a consistent appearance.

No further complete applications are available at this time, although at least three property owners have inquired about how to apply for grant funds.

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**Financial Impact**

The request is for \$6,201 for the aforementioned materials. \$29,691.69 remain in the DEIG pool, as allocated in the annual budget by the City Council, and available to qualifying applicants on a first-come, first-serve basis and City Council discretion.

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**Recommendation**

DEIG awards are made at City Council discretion. The attached application included is complete and meets the criteria established by the City at the November 1, 2021, meeting.

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**Suggested Motion**

Motion to award a Downtown Exterior Improvement Grant of \$6,201 to Kean Nguyen to address the described needs for 108 and 110 West Clay Street.

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**Attachments**

1. 108 & 110 West Clay Street application package

# MEBANE DOWNTOWN EXTERIOR IMPROVEMENTS GRANT



## WHAT DOES THE GRANT FUND?

The City will provide a grant in an amount up to 50% of the total cost for approved exterior renovation projects, maximum grant of \$10,000 per property. Grants are limited to one per property each year and fund the following items/work:

- Façade Improvements & Renovations, including:
  - Restoration of original façade;
  - Repairs to external features such as storefronts, trim, cornices, etc.;
  - Painting (see Requirements);
  - Replacement of windows with windows of appropriate style and materials
- Preservation of unique architectural and/or historic properties and/or features
- Permanent art such as murals on exterior walls – does not include window art
- Exterior Seating on private property owned or leased by applicant to serve related Downtown business uses

## GRANT CONDITIONS

- ◇ Properties must be within the area of focus in the City's adopted *Downtown Vision Plan*.
- ◇ Grants are subject to available funding. \$50,000 is available in FY21-22.
- ◇ Property owner is required to contribute a minimum of 50% of funds to the project and will be reimbursed for qualifying expenses upon report that includes total cost of project with copies of paid receipts.
- ◇ All encroachments into City rights of ways and easements subject to City approval
- ◇ A grant must be approved prior to commencement of any construction work, or reimbursement may not be assured.
- ◇ Grants take the form of reimbursements after the fact, which means that all work covered by the grant must be completed and paid for by the owner prior to reimbursement by the grant. Grant applications are subject to fair and impartial review of the merits of the project, completeness of the application, availability of grant funds, and other factors.
- ◇ A project that deviates from the submitted plans without prior City approval will not be eligible for reimbursement of costs.

## APPLICATION AND APPROVAL PROCESS

- ◇ Submit an application to the City of Mebane no later than February 15, 2022.
- ◇ All projects must comply with the requirements of the City of Mebane's ordinances and NC State Building Codes.
- ◇ All rehabilitations on buildings will attempt, as feasible, to follow the "Secretary of the Interior's Standards for Rehabilitation" of commercial buildings (see attached).
- ◇ All applicants must obtain at least two cost estimates for labor and materials and provide copies of each quote attached to the application.
- ◇ All projects shall be delivered 12 months following award.



# Grant Application



Date of Application: 3/27/2022

## APPLICANT INFORMATION

Property Owner Name	Kean Nguyen
Business Owner Name (if different*)	
Business Name	
Phone #	(336) 929-0771
Street Address of Property	108 & 110 W Clay St, Mebane
Applicant's Mailing Address	103 Mamie Ln, Jamestown, NC 27282

\*If outdoor seating is being provided offsite from primary business site, a copy of a lease agreement or similar document is needed

## USE OF BUILDING AND DESCRIPTION OF PROPOSED PROJECT

Current use of building:	Rental Properties
Proposed use of building:	
Business Name	
Describe project details. Attach drawing, sketch, or photo of proposed project, specifically identifying changes and paint color for each detail of the building, along with an existing photo of the building: <b>Please kindly refer to the attachments in the email for further details.</b>	
Total Estimated Cost of Exterior Improvements (Attach copies of all quotes, minimum of two quotes required for each portion of work and/or materials, grant will cover the sum of lowest quotes.): <b>Please see the attached quotes.</b>	

## CHECKLIST FOR COMPLETE APPLICATION

1. I have read the City of Mebane Exterior Improvements Grant documentation and fully understand the agreement.
2. The property owner's written permission is attached if the applicant is the business owner, including City pre-approval to place seating on the sidewalk.
3. Drawings, sketches, and/or pictures, including color scheme and sign design for project are attached.
4. Summary of project costs is attached, with copies of all quotes

*I understand the City of Mebane Exterior Improvement Grant Program must be used in the manner described in this application, and the application must be reviewed and approved by the Mebane City staff prior to commencement of any project. I understand that failure to comply with the approved application may result in a forfeiture of all grant funds.*

Applicant Signature: Kean Nguyen

Date: 3/27/2022

March 27, 2022

Kean Nguyen  
103 Mamie Ln  
Jamestown, NC 27282

City of Mebane  
106 E. Washington St.  
Mebane, NC 27302

Dear City Council Members,

Enclosed please find my proposal for the City Exterior Improvements Grant Fund for the 2 buildings located at 108 and 110 W. Clay Street.

As noted in the attached proposal, I would like to paint the remaining exterior 3 sides of the building. For the 2 sides of the building, I am planning to paint them with same Beige color as existed on the rear of the building. For the storefronts, the shop at 108 A unit (Grit & Grace boutique shop) will be painted same off-White color as existed on 108 B unit (Filament Coffee shop). The storefronts for both units located at 110 W Clay St. will be painted with a light Gray color. However, any trims, aesthetic features, soffit, gutters, etc. currently painted in White will have a new fresh coat of White paint.

Additionally, all the metal rails in the rear of the building need a new fresh coat of Black paint again due to significant rust and paint peeled off.

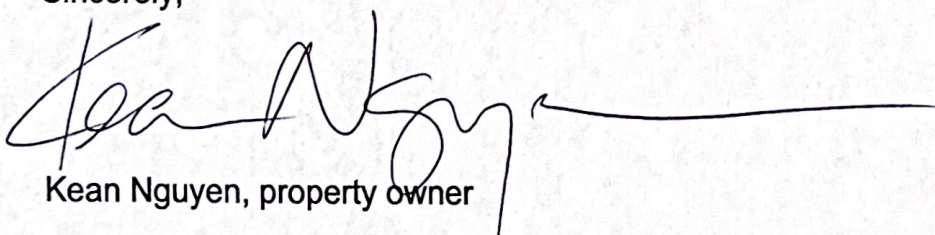
Lastly, there is a broken glass window located on the 2<sup>nd</sup> floor right above 108 B unit (Filament Coffee shop) needs to be replaced.

I do believe the above exterior improvements will greatly extend the life of the building and attract more attention for the City of Mebane overall.

Please don't hesitate to contact me if you have any questions via mobile at (336) 929-0771 or email at Kean711@gmail.com.

Thank you for your time and consideration.

Sincerely,



Kean Nguyen, property owner





COFFEE.  
TEA.  
PLANTS.  
GOOD PEOPLE.

FILAMENT  
COFFEE & TEA

108B

108a

GRIT & GRACE

Martin's

WE LOVE YOU









110c



110d







108a

SEPT  
10 & 17  
OCEAN  
MONDAY - SATURDAY  
10AM - 6PM



**Subject:** Quote Alamance Glass New Window glass

**Date:** Tuesday, March 15, 2022 at 4:47:56 PM Eastern Daylight Time

**From:** Tony Chavez

**To:** kean711@gmail.com

Hi Mr, Kean,

The price for us to supply and install 1 pc. 33" X 32" Aprox size I.G. Clear Low-E Ann

**INSTALLATION, TAX INCLUDED: \$ 342.00**

Any questions please let me know, Thanks, Tony.

**\* QUOTE VALID FOR 30 DAYS.**



107 Lloyd Street : PO Drawer 40 : Carrboro, NC 27510  
919-967-9214 : fax 919-967-4623

Federal Tax ID: 56-1118163

RICE'S GLASS CO., INC. P.O. DRAWER 40 CARRBORO, NC 27510 PH:967-9214 FAX:(919) 967-4623

P/O#:	Cust State Tax ID:	<b>Quote: Q077962</b>
Taken By: JON	Cust Fed Tax ID:	
Installer:	Ship Via:	<b>Date: 3/15/2022</b>
SalesRep: JON	Adv. Code:	<b>Time: 11:27 AM</b>

KEAN NGUYEN  
108 WEST CLAY ST  
MEBANE, NC

PRELIMINARY BUDGET ESTIMATE

336-929-0771

Qty	Part Number	Description
1	CLLOWEIG-3/4"	CLEAR LOW-E INSULATED GLASS REPLACEMENT IN BROKEN WINDOW SASH
1	Misc	INSTALLATION MATERIALS
1	LABOR	SERVICE CALL AND LABOR TO INSTALL

THIS PRELIMINARY BUDGET ESTIMATE IS BASED ON MY UNDERSTANDING OF THE INFORMATION PROVIDED VIA EMAIL CORRESPONDENCE.

ALL FINAL ESTIMATES WILL REQUIRE A SITE VISIT BY A RICE'S GLASS COMPANY OUTSIDE SALES REP TO CONFIRM GLASS SIZE AND ASSESS SCOPE OF WORK.

ALL PRELIMINARY ESTIMATES ARE SUBJECT TO CHANGE AFTER THE SITE VISIT IS CONDUCTED.

Total:

Sub Total: \$445.17

Tax: \$33.39

Total: \$478.56





# Mercaldo's Paint Contracting

536 Birdsong Ln  
Hurdle Mills NC 27541  
919-730-5091  
mercaldospaint@gmail.com

ESTIMATE  
WCLAY110

DATE  
03/27/2022

PO #  
108 & 110 W. Clay

TOTAL  
USD \$30,013.25

TO  
**Kean Nguyen**  
108-110 W. Clay St  
Mebane NC  
☎ 336-929-0771  
kean711@gmail.com

DESCRIPTION	RATE	QTY	AMOUNT
<b>Prime and paint brick</b> 13179sqft @ \$1.75per One primer coat and one finish coat	\$1.75	13,179	\$23,063.25
Paint white accent areas (front of building)	\$400.00	1	\$400.00
Paint all black railings, stairs, and metal framing of stairs	\$3,750.00	1	\$3,750.00
<b>Materials</b> Paint, primer, caulk, tape, paper, and platic	\$2,800.00	1	\$2,800.00
<b>TOTAL</b>			<b>USD \$30,013.25</b>

\*\*Unless marked\*\*  
All pricing is for 1 coat, if a second coat is needed/wanted  
line item price would increase by 60%



CertaPro of Greensboro  
622-H Guilford College Rd.  
Greensboro, NC 27409  
(336) 855-4939

<https://greensboro.certapro.com>  
Full Worker's Compensation Coverage  
General Liability and Auto

**COMMERCIAL EXTERIOR**  
Job #: JOB-1326-2592  
Date 03/15/2022

## JOB SITE

### Kean Nguyen - Mebane

📍 108 and 110 W Clay  
Street  
Mebane, NC 27362

☎ (336) 929-0771  
✉ [kean711@gmail.com](mailto:kean711@gmail.com)

## PREPARED BY

### Chris McAuley

Commercial Sales Associate  
☎ (336) 894-8245  
✉ [cmcauley@certapro.com](mailto:cmcauley@certapro.com)

## CLIENT

### Kean Nguyen

📍 108 & 110 West Clay St  
Mebane, NC 27302

☎ (336) 929-0771  
✉ [kean711@gmail.com](mailto:kean711@gmail.com)

## CLIENT CONTACTS

Kean Nguyen

**M:** (336) 929-0771

**E:** [kean711@gmail.com](mailto:kean711@gmail.com)

## PRICING:

Base Price:	\$0.00
A. Paint Exterior Brick (front and both sides) Prime plus 2 coats	\$8,460.00
B. Windows, Trim, Aesthetic Features, Doors, Windows	\$3,200.00
C. Railing (rear of building)	\$750.00
Remove Frontage Section (previously painted)	-\$350.00
<b>Subtotal:</b>	<b>\$12,060.00</b>
<b>Total:</b>	<b>\$12,060.00</b>
Deposits Due	\$3,618.00
<b>Balance</b>	<b>\$8,442.00</b>

## GENERAL SCOPE OF WORK

Scope of Work:

### A) Brick

1. Pressure wash the brick thoroughly to remove dirt, grime and contaminants
2. Apply a Prime Coat (Sherwin Williams Loxon Primer)
3. Apply (2) coat finish coats (Sherwin Williams Latex A100) with color to match the existing color in rear of the building.
4. Do not include the small section on the front of the building that was recently painted by the tenant (roughly 15\*15 with 2 windows)

### B) Windows, Trim Aesthetic Features, Upper Trim, Soffit and Gutters, Doors, Metal Windows

1. Pressure wash / clean the surfaces to be painted to remove dirt, grim and any failing paint
2. Lightly sand areas to be painted where needed and spot prime as needed with Sherwin William Latex Primer
3. Apply Latex paint (A100) and Sherwin Williams DTM (metal) with color to match existing

### C) Railings

1. Sand to remove failing paint

2. Apply Sherwin Williams Pro Industrial Urethane to match existing color (black) to all railing

Painting the sides of the building will require access to the roof level on both sides to reach the walls. A lift has been included for the brick painting only.

Pressure washing assumes access to running water (spigot). All work to be completed during normal business hours with access to front sidewalk and side building roof.

**SURFACE PREPARATION**

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**STANDARD LEVEL OF PREP**

Unless stated otherwise in pictures and/or text in this proposal, this project is priced to include our standard level of prep. Standard prep does NOT include:

- Wood replacement
- Fixing imperfections that require feather sanding and bondo application.
- Full recaulking if caulk is not failing or missing.
- Resculpting trim and siding where damaged.
- Stripping existing surface coating.

**CLEAN UP**

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We clean up the job site daily, with full cleanup upon project completion. Please be sure to let your sales representative know the most convenient place for us to store ladders, tools and material.

**PROPOSAL AND COLOR SPECIFICATIONS**

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Surface/Item	Product	Paint / Primer Coats	Color
<b>Included Details</b>			
A. Paint Exterior Brick (front and both sides) Prime plus 2 coats			
B. Windows, Trim, Aesthetic Features, Doors, Windows			
C. Railing (rear of building)			

**ADDENDUM - ALL PICTURES**

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Front view of building

## NOTES

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Thank you for allowing CertaPro the opportunity to provide you with a Proposal for your Project. Our goal from start to finish is to provide you with an excellent painting experience.

**PLEASE CAREFULLY REVIEW ALL OF THE ITEMS AND AREAS INCLUDED AND THOSE EXCLUDED TO ENSURE THERE ARE NO MISUNDERSTANDINGS REGARDING THE PROJECT SCOPE. ANY ITEMS, AREAS, AND COMPONENTS NOT SPECIFICALLY INCLUDED ARE EXCLUDED.**

During your project you will be assigned a Job Site Supervisor (JSS). The JSS is on site to paint, manage the crew and be available to address any of your concerns throughout the project. Our Production Manager also supervises our JSS's to ensure the project is being handled as promised and proceeding on schedule to your satisfaction.

At the end of the project we will fully clean up and walk through the project with you for a final inspection. Any remaining touch ups can be addressed at that time.

Our goal is to receive an excellent review when you evaluate our work. We hope to earn the privilege of doing additional work and for you to recommend us to your family, friends, neighbors and business associates.

CertaPro complies with all local, state and federal laws; including but not limited to the EPA Lead-Safe program. If you suspect lead please notify us immediately.

We would be honored to be awarded your painting project!

## ADDITIONAL NOTES

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### ROTTING WOOD

Carpentry estimates are provided for areas that were visible from our ground level inspection and before preparation/scraping. Work beyond the scope described will be brought to the homeowner's attention and will incur additional charges

### NEED HELP WITH COLOR?

- Go to [colorvisualizer.certapro.com](https://colorvisualizer.certapro.com) to explore colors and apply them virtually to pictures of your choosing
- Pick up color samples from your local paint store and apply to the areas you want to paint (note, there are multiple Shewrin Williams locations throughout the Triad, usually within a few minutes of your location)

### IMPORTANT NOTES:

- 1) Please be sure our painters can access all surfaces to be painted by removing window screens and trimming and trees/shrubs blocking access.
- 2) Our proposal is priced assuming all portions of the project will be completed at the same time. If the project is broken into multiple phases, additional trip fees and set up charges will apply.
- 3) If the job is scheduled, confirmed by customer and crew is unable to access the property necessitating a return trip, an additional trip fee will apply.

### PAYMENT METHODS AND TERMS:

\*30% for Mobilization, Materials and Equipment is due at commencement of any job for \$10,000 or more.

Final payment due immediately upon material completion of the project unless otherwise agreed. Please make checks out to CERTAPRO PAINTERS

We gladly accept Visa, Mastercard and American Express, though a 2.5% convenience fee will be added to your project for our office to run this charge.

\*Minimum job size is \$700

In the event our company must institute any action to enforce collection of the outstanding balance due under this agreement, the customer agrees to pay all costs and expenses of such action including, without limitation, reasonable attorney's fees to the extent permitted by law. Payments received more than 30 days after material completion of the job will incur a late fee of 1.25% each month on the balance due.

## SIGNATURES

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CertaPro Painters Authorized Signature

Date

Authorized Client Signature

Date

Authorized Client Representative Name & Title

Client

**PAYMENT DETAILS**

**Payment is due:** In full upon job completion

**OPTIONAL WORK**

The following items are **NOT INCLUDED** in your project but may be added for the additional cost listed below.

Item	Description	Price
New Detail		\$0.00

Due to the current paint shortage, CertaPro will make every effort to use the specific brand and type of paint specified in this proposal. If that particular finish is not available, CertaPro reserves the right to substitute with an equivalent or better product that is available in order to complete the job in a timely manner.

**COMMERCIAL DEFINITIONS AND CONDITIONS OF THIS CONTRACT**

**RELATIONSHIP** — The individual giving you this proposal is an independent contractor licensed by CertaPro Painters® to use its systems and trademarks to operate a painting franchise. The work will be completed by the independent franchised contractor. Please make any check payable to the franchise shown on the front of this proposal.

**COLORS** — Colors may be chosen by the client prior to commencement of work. If, after the job starts, a color change is required, the independent Contractor will have to charge for time and material expenses incurred on the original color.

**UNFORESEEN CONDITIONS** — Should conditions arise which could not be determined by visual inspection prior to starting work, the client must pay an agreed upon extra for the completion of such work.

**PROPOSAL** — This proposal is valid for 60 days after it was written. In addition, the Independent Franchised Contractor should be informed of your desire to have the work done and receive a signed copy of the proposal before work is to be started.

**ATTENTION CLIENT:**

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE BELOW NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT.) THIS SALE IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION SALES ACT AND THE HOME IMPROVEMENT ACT. THIS INSTRUMENT IS NOT NEGOTIABLE.

**NOTICE OF CANCELLATION**

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

Name of Seller **CertaPro of Greensboro**

DATE OF TRANSACTION \_\_\_\_\_

NOT LATER THAN MIDNIGHT OF \_\_\_\_\_

I HEREBY CANCEL THIS TRANSACTION

\_\_\_\_\_  
(Buyer's Signature)\_\_\_\_\_  
(Date)**LIMITED TWO YEAR WARRANTY**

Subject to the limitation set forth below, for a period of 24 months from the date of completion of the work described on the front of this contract, the Independent Franchise Owner named on the front of this contract (the "Contractor") will repair peeling, blistering or chipping paint resulting from defective workmanship.

THIS LIMITED WARRANTY DOES NOT COVER:

- Any work where the Contractor did not supply the paint or other materials.
- Any work which was not performed by the Contractor.
- Varnished surfaces.
- Surfaces made of, or containing, galvanized metal.
- The cost of paint required to perform the repairs.
- Repairs to horizontal surfaces or any surface that, by virtue of its design permits moisture to collect. Surfaces include, but are not limited to, decks, railings, stairs, porches, roofs and wood gutters.
- Exact paint match as environmental conditions will affect the color and finish of all paints over time.
- Any repairs which are necessitated as a result of a defect in the paint regardless of whether the paint was supplied by the Contractor or the customer.
- Bleeding caused by knots, rust or cedar.
- Cracks in drywall, plaster or wood.
- Peeling, blistering or chipping where they are caused by:
  - mill-glazing from smooth cedar
  - ordinary wear and tear.
  - abnormal use or misuse.
  - peeling of layers of paint existing prior to the work performed by the Contractor.
  - structural defects.
  - settling or movement.
  - moisture content of the substrate.
  - abrasion, mechanical damage, abrasive cleaning, abuse or damage resulting from use of chemicals or cleaning agents or exposure to harmful solids, liquids or gases.
  - damage or defects caused in whole or in part by reason of fire, explosion, flood, acts of God, extreme weather conditions, misuse, alteration, abuse, vandalism, negligence, or any other similar causes beyond the control of the Contractor.

Repairs under this limited warranty will be performed only on the specific areas where peeling, blistering or chipping has occurred and only to the level of surface preparation described in the preparation section of the Contract.

FOR THIS WARRANTY TO BE VALID, YOU MUST:

- Pay the full contract price.
- Retain a copy of the original contract.
- Retain a copy of your cancelled check or other evidence of payment in full.
- Pay for all materials used to perform the repairs.
- Make the property accessible to the Contractor, or his employees, to perform the repairs.

THIS LIMITED WARRANTY IS THE ONLY EXPRESS WARRANTY MADE BY THE CONTRACTOR AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS WARRANTY COVERS ONLY THOSE SERVICES PROVIDED BY THE CONTRACTOR TO THE ORIGINAL PURCHASER NAMED ON THE FRONT OF THIS CONTRACT. IN NO EVENT SHALL THE CONTRACTOR BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES IN EXCESS OF THE ORIGINAL CONTRACT PRICE. THIS WARRANTY MAY NOT BE ALTERED OR EXTENDED FOR ANY PURPOSE UNLESS DONE SO IN WRITING IN A DOCUMENT EXECUTED BY ALL PARTIES TO THIS CONTRACT.

This warranty gives you specific legal rights. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

For warranty service, you should contact your Contractor to schedule an inspection of your property by calling CertaPro Painters® at 800.462.3782.



## AGENDA ITEM #8

### Juneteenth Paid Holiday

#### Meeting Date

April 4, 2022

#### Presenter

Beatrice Hunter, HR Director

#### Public Hearing

Yes  No

#### Summary

On June 17, 2021, President Joe Biden signed Juneteenth into law, and it became a national holiday and a paid holiday for federal employees.

Juneteenth commemorates the emancipation of enslaved African Americans in the United States. This date of remembrance is the anniversary date of the June 19, 1865, announcement of General Order No. 3 by Union Army general Gordon Granger, proclaiming freedom for enslaved people in Texas, which was the last state of the Confederacy with institutional slavery.

Last year, by proclamation of the Mayor, June 19, 2021, was declared as Juneteenth in the City of Mebane.

At the March Council meeting, Council requested staff explore Juneteenth as City holiday and paid employee holiday.

#### Financial Impact

The City will pay the full year as budgeted for full time workers, whether paid as regular hours or as holiday hours. A full day of pay roll is \$48,145.00.

#### Recommendation

Staff recommends that the Council approve Juneteenth as an additional City holiday and paid employee holiday.

#### Suggested Motion

I make a motion to approve Juneteenth as an additional City holiday and paid employee holiday.

#### Attachments

1. Observed City of Mebane Holidays
2. Holiday Comparisons



Listed below are the holidays that will be observed by City of Mebane employees during 2022.

New Years' Day	December 31, 2021	Friday
Martin Luther King, Jr. Birthday	January 17, 2022	Monday
Good Friday	April 15, 2022	Friday
Memorial Day	May 30, 2022	Monday
Independence Day	July 4, 2022	Monday
Labor Day	September 5, 2022	Monday
Veteran's Day	November 11, 2022	Friday
Thanksgiving	November 24 & 25, 2022	Thursday & Friday
Christmas	December 23, 26 & 27, 2022	Friday, Monday & Tuesday

Some departments operating on a 12 or 24 hour schedule may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holidays as approved by the City Council. Schedule is subject to change as needed.





## Holiday Comparisons

### Federal

New Year's Day  
MLK Day  
Washington's Birthday (President's Day)  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Christmas  
11 days

### State of North Carolina

New Year's Day  
MLK Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving (2 days)  
Christmas (3 days)  
12 days

### Local Governments that Observe Juneteenth (may not be all-inclusive)

Elon  
Green Level  
Gibsonville  
Carrboro  
Hillsborough  
Chapel Hill  
Orange County  
OWASA  
City of Greensboro  
Durham County  
City of Durham  
City of Raleigh  
Wake County  
Northampton County  
City of Winston Salem



Winston Salem Housing Authority-1/2 day

Robersonville

Lexington

Rocky Mount

Bellhaven

Angier

High Point

Mooresville

Hertford

Boone

Washington

High Point

Thomasville



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## AGENDA ITEM #9

### Mebane Trail Rangers & Triangle Off-Road Cyclist Memorandum of Understanding (MOU)

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**Meeting Date**

April 4, 2022

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**Presenter**

Aaron Davis, Recreation and Parks Director

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**Public Hearing**

Yes  No

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**Summary**

The City of Mebane is seeking assistance from volunteer groups to help keep our trails and greenways beautiful and functional for our citizens. These Memorandum of Understandings between the City of Mebane and the Mebane Women’s Club’s, Mebane on the Move group called the “Mebane Trail Rangers” and separately, the “Triangle Off-Road Cyclists (TORC)” are regarding the trails at Cates Farm Park, Mebane Greenways, Lake Michael, and future trails, as later distinguished in writing.

This Memorandum of Understanding will be made to help aid in the maintenance and programming at Cates Farm Park, Lake Michael, and in the future, the Mebane Greenway and other trails that are constructed in the future

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**Background**

In 2021 when the City of Mebane began speaking of the possibility of extending the trails at Lake Michael to complete a full loop, a representative from Triangle Off-Road Cyclists contacted the city to help in form of an MOU that would help the city maintain the trails that are already existing, but also to help construct new trails as the extension project begins. Since the MOU with TORC started to take form, a new group has been established called the Mebane Trail Rangers. The Trail Rangers would like to offer similar assistance at other trails, paths, and greenways. Because TORC is primarily a BIKE volunteer organization, their main interest is at Lake Michael, whereas the Trail Rangers, will primarily assist at all other locations in the city. TORC and the Trail Rangers will work harmoniously in efforts to help the city provide the best experiences possible for Mebane residents and those visiting from out of town.

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**Financial Impact**

While there is no way of predicting the overall financial impact of these MOU’s, these organizations will provide services to the City that will improve our trail network and positively impact our citizens for many years to come.

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**Recommendation**

We recommend the Council approve the MOU’s for the Mebane Trail Rangers and Triangle Off-Road Cyclist volunteer groups.

**Suggested Motion**

Motion to approve the MOU's as presented for Mebane Trail Rangers and Triangle Off-Road Cyclists.

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**Attachments**

1. Mebane Trail Rangers MOU
2. Triangle Off-Road Cyclist MOU



## MOU WITH MEBANE TRAIL RANGERS

Memorandum of Understanding (MOU) between the City of Mebane and the Mebane Women's Club's Mebane on the Move group called the Mebane Trail Rangers regarding the trails at Cates Farm Park, Mebane Greenways, and future trails, as later distinguished in writing, excluding those at Lake Michael Park.

This Memorandum of Understanding is made and entered into between the City of Mebane, North Carolina (hereinafter referred to as COM) and the Mebane Trail Rangers, hereinafter referred to as MTR, to aid in the maintenance and programming at Cates Farm Park, and in the future, the Mebane Greenway and other trails that maybe constructed in the future. The Mebane Women's Club (MWC) (which houses the Mebane Trail Rangers) has non-profit corporation status in the State of North Carolina.

### Purpose

The purpose of this MOU is to establish a framework of cooperation upon which mutually beneficial programs, work projects, aesthetic enhancements, and appropriate maintenance, may be planned and accomplished. The COM and MTR will work cooperatively on activities located at Cates Farm Park, and any future Greenways or trails in Mebane, NC under the jurisdiction of the COM. Such programs, projects, maintenance, and activities will complement the City of Mebane Recreation and Park's mission and are in the public's best interest and to keep the City of Mebane citizens Happy and Heathy! Any any all programs, maintenance, building, etc.. considered by the MTR must be proposed to and approved by the Recreation and Parks Director prior to the start of the project, program, etc. It is unlawful for any representative of MTR to profit from any program, construction, or other activity without approval and a separate agreement with the COM.

## I. INTRODUCTION

The City of Mebane is dedicated to the management of the trails at Cates Farm Park for a variety of uses, activities, and outdoor recreation opportunities, including aspects that are environmentally responsible, sustainable, educational, and provide residents with healthy outdoor experiences and an improved quality of life. Currently, Lake Michael Park is the only COM trail or greenway location that allows Mountain Bikes or anything other than pedestrian foot traffic, so for the purposes of this MOU, the MTR will handle activities at locations other than Lake Michael. At the time of this MOU, Triangle Off-Road Cyclists (TORC) who will have a separate MOU with the city, will be the primary volunteer group to handle any construction or maintenance needs at Lake Michael, but may use assistance from MTR for maintenance and MTR will focus on other aspects that they are associated with their organization. The MTR's focus for Lake Michael will be to coordinate and implement on-going litter pick up, create and implement educational initiatives related to paddling and hiking, use the shelter on a monthly

basis for meetings, and report to the COM any blow down or damage to the trail. The MTR's focus for all trails other than Lake Michael will be on beautification, maintenance, education and promotion. At the discretion of the COM, the MTR will help with Cates Farm Park and other trails or greenways within the COM.

The MWC is a non-profit organization under the Greater Federation of Women's Clubs. The MWC houses many programs, but the one most relevant to this MOU is Mebane on the Move, a grassroots group managed by the MWC, but inclusive of community members interested in promoting health and wellness in Mebane. MWC is the parent organization over the Mebane Trail Rangers (MTR)

The City of Mebane, and the MTR share common interests, including preserving natural areas and green spaces, providing for environmentally friendly nature-based Recreation Opportunities and Experiences (ROE) for individuals and families, and educating the public regarding responsible recreational land use.

The MTR have requested the opportunity to help maintain multi-use trails on property owned by the City of Mebane. A "Multi-use trail" is herein defined as a natural-surface single-track path, generally through a wooded area or other naturalized region, open to, walkers, and hikers. Motorized vehicles and E-Bikes are prohibited. MTR is also asking for permission to run programs that have to do with education of the parks, maintenance, and preservation. All programs must be approved by the Recreation and Parks Director along with any fees associated with those programs. If a fee is charged for the program, MTR must pay appropriate fees associated with any city facilities used for those programs. If the programs are free of charge, MTR may use the City facilities also for free assuming facilities are available.

In consideration of the above premises, the parties agree as follows:

## **II. THE CITY OF MEBANE SHALL:**

1. Partner with the MTRs to allow trail maintenance, including trail closure when mutually deemed necessary, for purposes of resource management and environmental sustainability. The Recreation and Parks Director will approve, in writing, trail maintenance, or alteration of any kind, of any Recreation and Parks trails before any work is started.
2. Approve MTR educational and recreational programming that will take place on COM property.
3. Encourage the City of Mebane officials to participate with MTR members to develop mutually beneficial work projects and recreational and educational activities.
4. Provide literature and social media content to assist, educate, and inform trail and/or greenway users of information pertaining to all the previously mentioned pillars of the MTR
5. Consider improvements, including signage and information kiosks necessary to support multi-use trails.
6. Partner with the MTR on potential funding opportunities that align with both organizations' missions.

### III. MTR SHALL:

1. Provide volunteers to maintain and remedy problem areas at any approved multi-use trails and skills area at Cates Farm Park or other locations approved by the Recreation and Parks Director. Maintenance may be performed using hand tools or small walk-behind motorized equipment operated by trained and experienced volunteers. All projects will be supervised by skilled and experienced Crew Leaders and/or by Recreation and Parks Leaders. The safety of volunteers and city leaders will always be of primary importance. All volunteers must sign a waiver with the COM prior to any work being started on COM property. It is also suggested that the MTR have a similar waiver signed by all members.
2. Provide volunteers to perform regular trail inspection with the Recreation and Parks Leaders or provide the inspection report to the City of Mebane with suggestions for improvements.
  - a. Volunteers from each group will gather with the Recreation and Parks Leaders to have trail maintenance days.
  - b. The City of Mebane will provide as many pieces of equipment as possible to help with the maintenance.
  - c. The City of Mebane will also provide as much grit or surface reconstruction material as possible given that fiscal year's budget.
3. Promote proper trail etiquette and instruction to the citizens of Mebane and other trail users to encourage safe and responsible trail usage and to prevent user conflict.
4. Provide technical assistance to the City of Mebane on related work projects, educational activities, and bicycling opportunities and encourage its members to work with City of Mebane officials to discuss and identify opportunities for cooperative work on mutually beneficial projects and activities.
5. To offer free trail maintenance classes to citizens interested in learning about trail systems and how to maintain them.
6. MTR will have the opportunity to offer free educational programs to the citizens of Mebane in exchange for free use of COM facilities including shelters at park and/or indoor facilities as needed assuming the proper Recreation and Parks leaders are available to work the events (if needed) and appropriate lead time is communicated to COM leaders.
7. Maintain, at its expense, the following minimum insurance coverage:

\$1,000,000 per occurrence / \$2,000,000 aggregate ---Bodily Injury Liability, and \$100,000 --- Property Damage Liability, or \$1,000,000 per occurrence / \$2,000,000 aggregate --- Combined Single Limit Bodily Injury and Property Damage
8. To the fullest extent permitted by laws and regulations, MTR shall indemnify and hold harmless the City of Mebane and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect arising out of or resulting from either groups design and construction of trails, or the actions of either group or its officials, employees, volunteers and contractors under this MOU or contracts into by MTR in connection with this MOU. This indemnification shall survive the termination of this MOU.



9. Be responsible for initiating, maintaining, and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing work under this MOU.

#### **IV. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:**

1. This MOU is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement or contribution of funds between the parties of this MOU will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors of the parties and shall be independently authorized by appropriate statutory authority; this MOU does not provide such authority. Specifically, this MOU does *not* establish authority for non-competitive award to MTR of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.
2. This MOU in no way restricts the City of Mebane from participating in similar activities or arrangements with other public or private agencies, organizations, or individuals.
3. Nothing in this memorandum shall obligate the City of Mebane or MTR to expend appropriations or to enter in any contract or other obligations.
4. This MOU may be modified or amended upon written consent of both parties or may be terminated with a 90-day written notice of either party. This MOU shall remain in place until such termination.
5. The principle contacts for this agreement are:

MWC:  
Stephany Socha, Director  
PO Box 41  
Mebane, NC 27302  
336-266-4260

MOTM:  
Rebecca Brouwer, Director  
103 E. Lee St  
Mebane, NC 27302  
919-309-5316

MTR:  
Sherri Seagroves, Director  
221 Beauregard Lane  
Mebane, NC 27302  
336-684-2058

.....

City of Mebane:  
Aaron Davis  
Recreation and Parks Director  
106 E Washington St.  
Mebane, NC 27302  
919-563-3629  
adavis@cityofmebane.com

Chris Rollins  
City Manager  
106 E Washington St  
Mebane, NC 27302  
919-563-5901  
crollins@cityofmebane.com

6. The parties agree that MTR are independent contractors and shall not represent themselves as an agent or employee of the City of Mebane for any purpose in the performance of its duties hereunder. Accordingly, MTR shall be responsible for payment of all federal, State and local taxes as well as business license fees arising out of MTR's activities in accordance with this MOU. As independent contractors, MTR shall perform the work required hereunder in a professional manner and in accordance with the standards of applicable professional organizations.
7. The trails shall be maintained within a reasonable time period and the work shall not unreasonably interfere with the operation or recreational uses of Cates Farm Park. The City of Mebane shall notify MTR in the event trail maintenance is unreasonably disruptive or interfering with the normal operations of the Recreation and Parks Department and in such event, MTR shall remedy the situation as soon as possible, to the satisfaction of the City of Mebane
8. Nothing in this MOU is intended to limit the City of Mebane's authority over Park operations and shall have the right at anytime to stop the work being provided hereunder for any reason.
9. The City of Mebane shall not be liable to MWC or its subsidiaries for any expenses paid or incurred by MTR, unless otherwise agreed in writing.
10. MTR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide work hereunder, unless otherwise agreed in writing.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the last written date below.

City of Mebane

MWC

MTR

\_\_\_\_\_  
Chris Rollins  
City Manager

\_\_\_\_\_  
Current President  
Mebane Women's Club

\_\_\_\_\_  
Sherri Seagroves  
Mebane Trail Rangers

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Lawson Brown  
City Attorney

Date: \_\_\_\_\_



## MOU WITH TRIANGLE OFF ROAD CYCLISTS

Memorandum of understanding between the City of Mebane and the The Southern Off-Road Bicycle Association (Triangle Off-Road Cyclists Chapter) (TORC) initiative regarding the trails at Lake Michael Park.

This Memorandum of Understanding (MOU) is made and entered into between the City of Mebane, North Carolina (hereinafter referred to as COM) to aid in the maintenance, construction and programming at Lake Michael Park, and in the future, as later distiguised in writing, any parks in the City of Mebane that allow off road cycling (Mountain Biking). TORC has non-profit corporation status in the State of North Carolina.

### Purpose

The purpose of this MOU is to establish a framework of cooperation upon which mutually beneficial programs, work projects, aesthetic enhancments, maintenance, and bicycling activities may be planned and accomplished by the COM and TORC working cooperatively with Lake Michael in Mebane, NC. Such programs, projects, maintenance, and activities will complement the City of Mebane Recreation and Park's mission and are in the public's best interest and to keep the City of Mebane citizens Happy and Heathy! Any any all programs, maintenance, building, etc.. must be proposed and approved by the Recreation and Parks Director prior to the start of the project, program, etc. It is unlawful for any representative of anyone associated with this agreement to profit from any program, build, or otherwise associated with TORC with out approval and an agreement with the COM.

## I. INTRODUCTION

The City of Mebane is dedicated to the management of the trails at Lake Michael Park for a variety of uses, activities, and outdoor recreation opportunities, including off-road trail bicycling that is environmentally responsible, sustainable, educational, and provides residents with healthy outdoor experiences and an improved quality of life. Cates Farm Park does not and will not allow any type of bike on its trails, so for the purposes of this MOU, the City will handle activities allowable at the two parks separately. TORC will be the primary volunteer group to handle any construction or maintenance needs to the trails at Lake Michael only. The Mebane Trail Rangers will have a separate MOU and will be the primary volunteer group to help with Cates Farm Park and all other trails or greenways within the COM.

TORC is a non-profit organization representing the off-road bicycling public in the area. It is the recognized leader in establishing trail bicycling ethics, education, safety, trail construction and design standards, volunteerism, and appropriate land-use management on local and State public lands.

The City of Mebane, and TORC share common interests, including preserving natural areas and green spaces, providing for environmentally friendly nature-based Recreation Opportunities and Experiences (ROE) for individuals and families, and educating the public regarding responsible recreational land use.

TORC has requested the opportunity to construct and maintain multi-use trails on property managed by the City of Mebane at Lake Michael Park. A "Multi-use trail" is herein defined as a natural-surface single-track path, generally through a wooded area or other naturalized region, open to cross-country mountain bikers, walkers, and hikers. Motorized vehicles are prohibited.

In consideration of the above premises, the parties agree as follows:

## **II. THE CITY OF MEBANE SHALL:**

1. Make trails available at Lake Michael Park for off-road cycling (also referred to as cross-country mountain biking), subject to applicable laws, regulations, and other recreational management directions, including any restrictions and limitations as deemed appropriate by Recreation and Parks management.
2. Consider the construction of new trails at Lake Michael Park to fulfill optimum ROE goals using published trail construction guidelines as established by the International Mountain Bicycling Association (IMBA). Trail plans must be approved in advance of construction by the City of Mebane and a qualified TORC representative.
3. Allow trail maintenance and re-routes, including trail closure when mutually deemed necessary, for purposes of resource management and environmental sustainability. The Recreation and Parks Director will approve trail re-routing of any Recreation and Parks trails before any work.
4. Encourage the City of Mebane officials to participate with TORC members to develop mutually beneficial work projects and bicycling-related recreational and educational activities.
5. Provide literature and social media content to assist, educate, and inform' cyclists and other trail users.
6. Provide improvements, including signage and information kiosks necessary to support multi-use trails.

## **III. TORC SHALL:**

1. Provide volunteers to layout, design, and construct any approved multi-use trails and skills area at Lake Michael Park. All trails will be built to current IMBA standards and shall be designed to be environmentally sensitive, control erosion, and be sustainable over time. Construction may be performed using hand

tools or small walk-behind motorized equipment operated by trained and experienced trail builders. All projects will be supervised by skilled and experienced Crew Leaders and/or by Recreation and Parks Leaders. The safety of volunteers and city leaders will always be of primary importance. As mentioned before, TORC will be the primary volunteer group for Lake Michael.

2. Provide volunteers to perform ongoing maintenance of existing and any newly constructed mountain biking trails. Perform a quarterly trail inspection with the Recreation and Parks Leaders.
  - a. Volunteers from each group will gather quarterly along with the Recreation and Parks Leaders to have trail maintenance days.
  - b. The City of Mebane will provide as many pieces of equipment to help the maintenance as possible.
  - c. The City of Mebane will also provide as much grit or surface reconstruction material as possible given that year's budget.
3. Promote proper trail etiquette and instruction to the citizens of Mebane and other trail users to encourage safe and responsible trail usage and to prevent user conflict.
4. Provide technical assistance to the City of Mebane on other bicycling and non bicycling-related work projects, educational activities, and bicycling opportunities and encourage its members to work with City of Mebane officials to discuss and identify opportunities for cooperative work on mutually beneficial projects and activities.
5. To offer two free trail maintenance classes to citizens, per year, interested in learning about trail systems and how to build/maintain them.
6. Maintain, at its expense, the following minimum insurance coverage:

\$1,000,000 per occurrence / \$2,000,000 aggregate ---Bodily Injury Liability, and \$100,000 ---  
Property Damage Liability, or \$1,000,000 per occurrence / \$2,000,000 aggregate ---  
Combined Single Limit Bodily Injury and Property Damage
7. To the fullest extent permitted by laws and regulations, TORC shall indemnify and hold harmless the City of Mebane and their officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect arising out of or resulting from TORC's design and construction of trails, or the actions of either group or its officials, employees, volunteers and contractors under this MOU or contracts into by TORC in connection with this MOU. This indemnification shall survive the termination of this MOU.
8. Be responsible for initiating, maintaining, and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing work under this MOU.

#### IV. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

1. This MOU is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement or contribution of funds between the parties of this MOU will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors of the parties and shall be independently authorized by appropriate statutory authority; this MOU does not provide such authority. Specifically, this MOU does not establish authority for non-competitive award to TORC of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.
2. The local contact person(s) for the City of Mebane personnel who have sufficient authority to develop agreements and special-use permits of the type envisioned by this MOU.
3. This MOU in no way restricts the City of Mebane from participating in similar activities or arrangements with other public or private agencies, organizations, or individuals.
4. Nothing in this memorandum shall obligate the City of Mebane or TORC to expend appropriations or to enter in any contract or other obligations.
5. This MOU may be modified or amended upon written consent of both parties or may be terminated with a 90-day written notice of either party. This MOU shall remain in place until such termination.
6. The principle contacts for this agreement are:

TORC:

Sarwat Khattak  
President  
PO BOX 4990  
Cary, NC 27519  
315-806-8251  
[president@torc-nc.org](mailto:president@torc-nc.org)

David Houskeeper  
Trials Chair  
919-928-3383  
[trails@torc-nc.org](mailto:trails@torc-nc.org)

.....

City of Mebane:

Aaron Davis  
Recreation and Parks Director  
106 E Washington St.  
Mebane, NC 27302  
919-563-3629  
[adavis@cityofmebane.com](mailto:adavis@cityofmebane.com)

Chris Rollins  
City Manager  
106 E Washington St  
Mebane, NC 27302  
919-563-5901  
[crollins@cityofmebane.com](mailto:crollins@cityofmebane.com)

7. The parties agree that TORC are independent contractors and shall not represent themselves as an agent or employee of the City of Mebane for any purpose in the

performance of its duties hereunder. Accordingly, TORC shall be responsible for payment of all federal, State and local taxes as well as business license fees arising out of TORC's activities in accordance with this MOU. As independent contractors, TORC shall perform the work required hereunder in a professional manner and in accordance with the standards of applicable professional organizations.

8. The trails shall be built or maintained within a reasonable time period and their construction shall not unreasonably interfere with the operation or recreational uses of Lake Michael Park. The City of Mebane shall notify TORC in the event trail construction is unreasonably disruptive or interfering with the normal operations of the Recreation and Parks Department and in such event, TORC shall remedy the situation as soon as possible, to the satisfaction of the City of Mebane
9. Nothing in this MOU is intended to limit the City of Mebane's authority over Park operations and shall have the right at anytime to stop the work being provided hereunder for any reason.
10. The City of Mebane shall not be liable to TORC or its subsidiaries for any expenses paid or incurred by TORC, unless otherwise agreed in writing.
11. TORC shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide work hereunder, unless otherwise agreed in writing.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the last written date below.

City of Mebane

TORC

\_\_\_\_\_  
Chris Rollins  
City Manager

\_\_\_\_\_  
Sarwat Khattak,  
Triangle Off Road Cyclists

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Lawson Brown  
City Attorney

Date: \_\_\_\_\_







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## AGENDA ITEM #10

Alamance County Emergency Management  
Grant Application- City of Mebane MACC  
Generator

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### Meeting Date

April 4, 2022

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### Presenter

Bob Louis, Fire Chief

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### Public Hearing

Yes  No

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### Summary

Request for Council's approval to apply for a competitive grant. This grant application will be completed by Alamance County Emergency Management for the City of Mebane to purchase and install a generator and automatic transfer switch at the Mebane Arts and Community Center (MACC), to provide a designated location for a shelter in the event of a natural disaster. We currently have a Memorandum of Understanding (MOU) with the NC Emergency Management as a designated shelter, and we will need to execute an MOU with Alamance County in order to apply for the grant. The City of Mebane will be responsible for the maintenance and service of the generator after it is installed as outlined in the MOU. The grant application filing period ends on April 15, 2022, at 1700 hrs.

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### Background

FY 2022 Emergency Management Capacity Building Competitive Grant is funded through Senate Bill 105, section 19E.5.(A) and the NC Department of Public Safety Division of Emergency Management. There is no match requirement imposed on these grant funds, and we are eligible for up to \$400,000.00.

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### Financial Impact

N/A

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### Recommendation

The staff recommends moving forward with the grant application. This project has been discussed by Council for a number of years. Alamance County and City staff believe we have an excellent chance to obtain this funding. We believe that as our population continues to grow, we will need a location for our citizens to shelter in the event of a natural disaster.

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### Suggested Motion

I make a motion to approve moving forward with the grant application. And the execution of an MOU with Alamance County.

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### Attachments

1. Notice of Funding Opportunity (NOFO)



**North Carolina Emergency Management**

**FY 2022 Emergency Management Capacity Building Competitive Grant**

**Notice of Funding Opportunity (NOFO)**

<b>Application Period (Round 1)</b>	<b>February 16, 2022 – April 15, 2022</b>
<b>Application Deadline</b>	<b>April 15, 2022 by 5:00 PM</b>
<b>Grant Project Period of Performance</b>	<b>July 1, 2022 - June 30, 2023</b>
<b>Grant Award</b>	<b>June 1, 2022</b>

**Funded through:**

North Carolina Appropriations  
[Senate Bill 105](#), Section 19E.5.(a)

**State Administrative Agency:**

North Carolina Department of Public Safety  
Division of Emergency Management  
1636 Gold Star Drive,  
Raleigh, NC 27607  
[www.ncdps.gov.ncem](http://www.ncdps.gov.ncem)

**Eligibility:**

Eligibility is limited to County Emergency Management agencies established in accordance with G.S. 166A-19.15 located in counties with a population of 210,000 or fewer, based upon the 2019 Certified County Population Estimates from the State Demographer in the Office of State Budget and Management.

**NCEM Capacity Building Competitive Grants  
Notice of Funding Opportunity**

**1. AVAILABILITY OF FUNDS ANNOUNCEMENT**

North Carolina Department of Public Safety, Division of Emergency Management is pleased to announce the availability of FY 2022 State Appropriated Capacity Building Competitive Grant (CBCG) funds.

Applicants are encouraged to read this entire Notice of Funding Opportunity document thoroughly before applying. The NOFO is open to all applicants meeting eligibility requirements.

**A. Availability of Funds**

All awards are contingent upon the N.C. Department of Public Safety, Division of Emergency Management receiving the specified grant funds from North Carolina at the expected level and are subject to any modifications or additional requirements that may be imposed. There is no guarantee that funds will be available in the future.

**B. NCEM Competitive Grants Application Limitations and Funding Caps**

**Application Submission Limits:** Agencies may only submit one application per Fiscal year. Applications may consist of multiple projects.

**Funding Caps:** A single award cap of \$400,000 will be in place. There will not be a blanket award given to the 90 eligible county emergency management agencies, this is a competitive application.

**C. NCEM COMPETITIVE GRANTS Funding Allocations and Projected Funding Availability**

The grant will operate with two separate rounds of funding as identified in [Senate Bill 105](#), Section 19E.5.(a). The first opportunity consists of \$3M in funding, to be awarded in July 2022 and with a period of performance through the end of June 2023. The second round of funding will be announced in early 2023, with awards before June 2023 and a period of performance through June 2024.

**D. NCEM COMPETITIVE GRANTS Award Period**

Awards will be made for up to a twelve (12) month period of performance, from July 1, 2022 through June 30, 2023. The project start and end dates on your application must align with the period of performance.

**E. NCEM COMPETITIVE GRANTS Application Deadline**

Applications must be received via email to [NCEMGrants1@NCDPS.Gov](mailto:NCEMGrants1@NCDPS.Gov) by 5:00 PM on Friday, April 15, 2022.

**2. ELIGIBILITY INFORMATION**

**A. Eligible Entities**

County emergency management agencies established in accordance with G.S. 166A-19.15 located in counties with a population of 210,000 or fewer, based upon the [2019 Certified County Population Estimates](#) from the State Demographer in the Office of State Budget and Management.

Ineligible county emergency management agencies established in accordance with G.S. 166A-19.15 are:

- Buncombe

- Cumberland
- Durham
- Forsyth
- Gaston
- Guilford
- Mecklenburg
- New Hanover
- Union
- Wake

**B. Compliance with State Criteria**

All grant recipients, regardless of administering agency, are required to submit/complete the following five documents:

- [W-9](#) (09 NCAC 03M .0202)
- [Electronic Payment Vendor Verification Form](#) (09 NCAC 03M .0202)
- Conflict of Interest Policy (G.S. 143C-6-23.(b))
- [Sworn \(Notarized\) No Overdue Tax Debt Certification](#) (G.S. 143C-6-23.(c))
- Grant Agreement / Contract (09 NCAC 03M .0703)

In addition to these forms, once grant funds have been disbursed, each recipient should be prepared to submit reporting documentation (09 NCAC 03M .0401) pursuant to the grant agreement, in addition to required audits for all grants greater than \$500,000.

Agencies must abide by any additional eligibility or service criteria as established by the North Carolina Department of Public Safety, as well as any and all specific requirements as provided in the MOA

**C. Cost Sharing or Match Requirement**

There is a no match requirement imposed on grant funds provided under this program.

**3. PROGRAM DESCRIPTION**

The North Carolina Emergency Management Capacity Building Competitive Grant (CBCG) was passed by North Carolina State Legislature in Fiscal Year 2022. Grants shall be used to ensure local emergency management offices are adequately equipped, trained, and prepared for all hazards and emergencies.

CBCG grants help provide Emergency Management Offices throughout the State with funding to assist in the development of additional local emergency management capacity.

**A. Funding Priorities**

The North Carolina Division of Emergency Management (NCEM) is interested in supporting the target priority areas identified below. NCEM encourages programs that build on capabilities, close gaps and include best practices to meet the needs of emergency management offices across the state.

FY2022 Target Priorities:

- Preparedness initiatives
- Increasing local mass care and human services capacity
- Improving incident management/coordination capacity
- Improving EOC capabilities, to include technology initiatives for continuity of operations purposes
- Resiliency initiatives



- Other items supported by a documented local or regional risk assessment/THIRA

**Note: Applicants are not limited solely to projects that address the FY2022 Target Priorities. Applications addressing other locally identified priorities may be awarded, based on scoring and funds availability.**

#### **B. NCEM COMPETITIVE GRANTS Unallowable Activities**

The activities listed below are unallowable, and costs for them will not be supported with grant funds. NOTE: This is not an exhaustive list.

- 1) Lobbying, except with explicit statutory authorization
- 2) Fundraising
- 3) Management & Administration
- 4) Communications equipment shall be preapproved by the NCEM Communications Branch Manager prior to purchase to ensure interoperability standards are met.

#### **C. Pre-Agreement Costs**

NCEM does not allow pre-award costs. Costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from NCEM.

### **4. NCEM COMPETITIVE GRANTS APPLICATION SUBMISSION INFORMATION**

**A. Grants Must be submitted electronically to [NCEMGrants1@NCDPS.Gov](mailto:NCEMGrants1@NCDPS.Gov)**

#### **B. NCEM Grants Policy on Late Submissions**

To ensure timely award processing, applicants must submit the application by April 15, 2022, at 5:00 pm E.S.T. Late submissions will not be accepted.

### **5. GRANTS APPLICATION CONTENT**

#### **A. Project Information**

**Project Abstract:** Briefly describe the project's purpose, identify target population, and discuss program components which address the identified problem.

**Project Narrative:** Provide additional information about your project application.

**Project Timeline of Activities:** Provide a timeline for the implementation of the project.

**Project Sustainability Plan:** Describe your formal, working sustainability plan for the project and how it will result in permanent operational funding (not NCEM funding) once this grant ends.

#### **B. Project Budget**

*NOTE: NCEM reserves the right to reduce budgets and request budget adjustments at its discretion.*

Your budget should justify all expenses and be consistent with the program narrative. Budgets must be clear and specific. Budgets are required to reflect up to 12 months of spending.

**Equipment Budget:** Provide an explanation about how items listed in the equipment category in the budget contribute to the success of the project. Please note that equipment is tangible personal property (including information technology systems) having a useful life of more than one year and

a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

**C. Supplanting**

Grant funds must be used to supplement existing federal, state and local funds for program activities and must not replace (supplant) those funds that have been appropriated for the same purpose. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures as requested.

**D. Budget Line Items**

Clearly outline the amount of funding requested for each type of funding sought (e.g., amount for salaries, consultants, supplies, travel, and/or equipment). Each individual cost requested is required to have its own line item. Each staff member, consultant and/or volunteer position requires separate budget lines.

**E. Indirect Cost Rates**

Indirect Cost rates are not allowed.

**F. Required Supporting Documents**

Agencies are expected to upload the required documents when submitting their applications to [NCEMGrants1@NCDPS.Gov](mailto:NCEMGrants1@NCDPS.Gov).

The documents listed below are REQUIRED at the time of submission. Failure to comply (i.e., failure to include required attachments and budget information) could impact your application's ability to continue through the review process.

Application

- Application
- [W-9](#) (09 NCAC 03M .0202)
- [Electronic Payment - Vendor Verification Form](#) (09 NCAC 03M .0202)
- Conflict of Interest Policy (G.S. 143C-6-23.(b))
- [Sworn \(Notarized\) No Overdue Tax Debt Certification](#) (G.S. 143C-6-23.(c))

**6. NCEM COMPETITIVE GRANTS APPLICATION REVIEW**

NCEM COMPETITIVE GRANT is a competitive application process

Members of the Review Committee of NCEM will assess each application based on the following criteria: including the Logic/Clarity of Proposal

- Identifies Gap or Priority to be addressed (10 Points)
- Methodology to address Gap or Priority (30 Points)
- Project Sustainability (10 Points)
- FY2022 Target Priorities addressed (10 Points)
- Timeline of Activities/ Milestones (20 Points)
- Budget (20 Points)

No application or proposal is guaranteed award at any time during the time of grant review or the recommendation process. Funding is subject to the availability of funds and the project's adherence to funding guidelines.

Funding decisions are made by the members of the CBCG committee appointed by the NCEM Director to review and score applications and to provide recommendation on suggested approvals and award amounts. That committee will include representation from designated stakeholders, to include:

- a. (1) Chairperson to be designated by the Director of Emergency Management
- b. (1) NCEM Operations Section
- c. (1) NCORR/Long-Term Recovery
- d. (1) NCEM Homeland Security Section
- e. (1) NCEMA Designee
- f. (2) Local Emergency Management Representatives of ineligible (+210,000) or non-participating jurisdictions

## **7. POST AWARD REQUIREMENTS**

### **A. Project Reimbursement**

NCEM will distribute awarded funds to sub-recipients by a reimbursement of expenditures in conjunction with the timely submission of corresponding Fiscal and Programmatic Reports. The NCEM Multi-Hazard Field Planners will serve a programmatic lead for this grant program. The NCEM Multi-Hazard Field Planner will collate and submit on behalf of the subrecipient the final reimbursement request for each county to include a cost report, proof of payment, and back up documentation to NCEM Grants Management for processing. Reimbursement requests will not be processed for any awards with delinquent programmatic reports.

Fiscal Reports will consist of:

- a. Cost Report
- b. Invoices. Ensure that only charges that apply to the cost report are highlighted. Dated within period of performance.
- c. Proofs of payment. Acceptable proofs are:
  - Cancelled checks
  - Agency financial ledger
  - Bank statements
  - Credit card statements
  - Travel/employee reimbursement forms
- d. Summary of expenditures. On a single document for each invoice show:
  - Name of the company
  - Invoice number or other identifying number
  - Invoice date
  - The approved reimbursable amount of the invoice

### **B. Programmatic Reports**

Programmatic reports are required to be submitted quarterly to the county's assigned NCEM Multi-Hazard Field Planner. Programmatic reports must be submitted within 30 days of the end of each quarter. Each Regional Office will submit one quarterly reporting batch to NCEM Grants Management on a schedule to be determined by the NCEM Grants Branch Manager. Submission of programmatic reports is a condition for receiving funds from this award.

Due dates for programmatic report submission:

- Q1: October 30, 2022
- Q2: January 30, 2023
- Q3: April 30, 2023
- Q4: August 30, 2023



**Planning Board  
Minutes to the Meeting**  
March 14, 2022  
6:30 p.m.

The Planning Board meeting was held at the Glendel Stephenson Municipal Building located at 106 E. Washington Street, Mebane, NC 27302 and livestreamed via YouTube. The video can be accessed through the following link: <https://www.youtube.com/watch?v=O2ymWXj1pV4>

**Members Present:**

Chairman Edward Tulauskas  
Gale Pettiford  
Susan Semonite  
Kurt Pearson  
Keith Hoover

**City Staff Present:**

Audrey Vogel, Planner  
Cy Stober, Development Director  
Kirk Montgomery, IT Director  
Kyle Smith, PE, Utilities Director  
Franz Holt, PE, City Engineer

**1. Call to Order**

At 6:30 p.m. Chairman Edward Tulauskas called the meeting to order.

**2. Approval of the January 10, 2022, Minutes**

Gale Pettiford made a motion to approve the meeting minutes. Kurt Pearson seconded the motion which passed unanimously.

**3. City Council Actions Update**

Cy Stober, Development Director, provided an update on the City Council’s recent action at the February and March City Council meeting. This included the introduction of William Chapman, appointed by the City Council on March 7<sup>th</sup> to fill the vacant position on Planning Board. Mr. Chapman was present at the meeting to observe and will be sworn in to sit on the Board at the April Planning Board Meeting.

**4. Special Use Permit request for a Special Purpose Lot for use as an Elevated Water Storage Tank, a Public Works Utility Facility, on +/-1.39 acres of a +/-5.16-acre property at 1500 South Third Street (GPIN 9814066338), by the City of Mebane**

The City of Mebane is requesting approval of a Special Use Permit to allow for an Elevated Water Storage Tank (EST) on a +/-1.39-acre parcel of the +/-5.16-acre property at 1500 South Third Street. The EST will store 1 million gallons of water and fulfill goals of the City’s adopted Long-Range Utility Plan as well as enhance the City’s public safety needs. Special Purpose Lots are detailed in Section 6 of the Mebane Unified Development Ordinance, where they are reserved for utility uses and all dimensional requirements (e.g. setbacks) are waived; the EST will be +/-200’ tall. The 20’ landscape buffer and driveway criteria apply. Additionally, the EST is subject to the development standards of





Section 4-7.9.H (“Public Works and Public Utility Facilities Essential to the Immediate Area”), which requires fencing and has use-specific regulations regarding noise, dust, and outdoor storage.

The City submitted its site plans and supporting materials for review by the City Technical Review Committee and all materials reflect staff feedback on the application and supporting materials.

Cy Stober provided an overview of the request.

Carolyn Long, resident of 2009 S Third Street, expressed concerns about flooding on her property. Cy Stober responded that her concerns would be addressed during or after the applicant’s presentation.

Kyle Smith, P.E. the City of Mebane Utilities Director provided a detailed presentation of the request including the need for the tower and the project site selection and details. During the presentation, he explained that the request would meet the following criteria for a Special Use Permit:

- a) Will not materially endanger the public health or safety;
- b) Will not substantially injure the value of adjoining or abutting property;
- c) Will be in harmony with the area in which it is located; and
- d) Will be consistent with the objectives and goals in the City’s adopted plans

Kurt Pearson asked if the new water storage facility would open up the possibility of future development to the west of Mebane. Mr. Smith responded that the storage tank will give the City additional volume.

Ed Tulauskas asked for some explanation regarding the pond easement on the property and how it will accommodate runoff on site. Josh Johnson, P.E., of Alley, Williams, Carmen, and King (AWCK) Mebane’s contracted stormwater engineer responded that pond on site was originally developed to treat the stormwater for a high-density medical center development. Josh noted that the pond could treat 1.5 acres of development on the subject property and what is being proposed on site is significantly less than that (0.31 acres of impervious). Josh also noted that the pond will require some maintenance, but it has sufficient capacity.

Kurt Pearson asked where Ms. Long lived relative to the site. Josh Johnson responded that her home is just to the west of the site and reference the stream on Ms. Long’s property that is related to the drainage issues she is having. Josh indicated that the proposed water tower should not worsen the drainage issues on Carolyn Long’s property.

Ed Tulauskas asked if there will be a fence around the tower. Kyle Smith responded that there will be a chain link fence for security and a planted buffer.

Kurt Pearson asked if the tower will be visible from the interstate. Kyle Smith responded that it should be visible and he is planning for it be branded nicely.

Carolyn Long reiterated her concerns about the stream on her property and the damage they have had from erosion and stormwater. City Engineer Franz Holt, P.E. responded that he planned on visiting Ms. Long’s property to examine and discuss her concerns further.



Kurt Pearson made a motion to approve the Special Use request for a special purpose lot as presented; and to find that the request is both reasonable and in the public interest because it finds that it:

- Will not materially endanger the public health or safety;
- Will not substantially injure the value of adjoining or abutting property;
- Will be in harmony with the area in which it is located; and
- Will be consistent with the objectives and goals in the City's adopted plans.

Gale Pettiford seconded the motion, which passed unanimously. The request will go before the City Council on Monday, April 4th at 6:00 p.m. Cy Stober noted that the City Council public hearing will be quasi-judicial for special use permits requiring sworn testimony.

**5. New Business**

- a. Cy Stober thanked the Planning Board for getting the word out about the UDO revisions survey. He also informed them about the BGMPO Highway Safety Plan survey.
- b. Cy Stober shared that budget workshops are scheduled for March 23 and March 30.

**6. Adjournment**

The meeting was adjourned at 7:00 p.m.

## Mebane Fire Dept. Monthly Report

	February	Year to Date	% Change from 2021
<b>Structural Response</b>			
<b>Totals</b>	<b>20</b>	<b>47</b>	<b>-24%</b>
<b>Average Personnel Per Response</b>	<b>15</b>	<b>15</b>	
<b>Average Volunteer Response</b>	<b>2</b>	<b>3</b>	
<b>Non Structural Responses</b>			
<b>Totals</b>	<b>64</b>	<b>133</b>	<b>33%</b>
<b>Total Fire Response</b>	<b>84</b>	<b>180</b>	<b>11%</b>
<b>Location (Year to Date)</b>	<b>North</b>	<b>South</b>	
<b>Total Number/Percentage</b>	<b>103/57%</b>	<b>77/43%</b>	
<b>Average Fire Response Time</b>	<b>North 4:49</b>	<b>South 5:30</b>	
<b>Percentage of Calls Inside City</b>	<b>46%</b>	<b>52%</b>	
<b>Percentage of Calls Outside City</b>	<b>28%</b>	<b>28%</b>	
<b>Percentage of Calls for Mutual Aid</b>	<b>26%</b>	<b>20%</b>	
<b>EMT Response</b>	<b>158</b>	<b>364</b>	<b>40%</b>
<b>Location (Year to Date)</b>	<b>North</b>	<b>South</b>	
<b>Total Number/ Percentage</b>	<b>165/45%</b>	<b>199/55%</b>	
<b>CPS Seats Checked</b>	<b>15</b>	<b>26</b>	
<b>Smoke Alarms Checked/Installed</b>	<b>5</b>	<b>13</b>	
<b>Station Tours/Programs</b>	<b>2</b>	<b>4</b>	
<b># of Participants</b>	<b>7</b>	<b>125</b>	
<b>Events Conducted/Attended</b>	<b>1</b>	<b>3</b>	