



**REGULAR MEETING OF
THE VILLAGE OF CLEMMONS COUNCIL
August 10, 2020**

The Village of Clemmons Council met on Monday, August 10, 2020, at 6 p.m. The meeting was held at the Village Hall, Clemmons, North Carolina. The following members were present: Mayor Wait, Council Members Barson, Binkley, Cameron, and Rogers. Council Member Wrights was absent. Attorney Elliot Fus was also present.

Call to Order & Pledge of Allegiance

Mayor Wait called the meeting to order at 6:05 p.m. and led the Pledge of Allegiance.

Public Comments

There was one citizen in attendance. There was one individual that spoke during public comments:

-Allen Daniel, 100 Fernworth Court, Clemmons, NC – expressed his concerns regarding the flooding that has taken place on the low-lying lots in Clemmons West and attributes the majority of the problem to upstream development. He requested the Village of Clemmons come up with a solution to this ongoing problem by collaborating with Forsyth County or some other means.

Approval of the Minutes

Council Member Cameron moved to approve the minutes of the July 27, 2020 regular meeting as presented. The motion was seconded by Council Member Barson and unanimously approved.

Approval of the Agenda

Mayor Wait advised that Item C. would be moved under Manager's Report as Item 2.

Council Member Barson moved to approve the agenda as amended. The motion was seconded by Council Member Rogers and unanimously approved.

Announcements

There were none.

Business – Information

- A. Marketing and Communications Director's Report.
 - 1. Events Update – Clerk Shortt advised of the following updates:
 - The Lewisville Clemmons Chamber has postponed Clemmons Community Day until 2021
 - A new stormwater brochure has been created
 - There were 272 customers at the Clemmons Farmers Market last week
 - We are accepting one artisan/crafter each week at the market – it has been well received – the application is on our website

Business – Action Items

- B. *Citizen Boards Remote Participation Policy* – Manager Buffkin advised Council of the amendment made to the Remote Participation Policy (per Council’s direction) to include Village of Clemmons citizen boards with the exception of Zoning Board of Adjustment (attached hereto as Exhibit A and incorporated as a part of the minutes).

Council Member Rogers moved to approve the Citizen Boards Remote Participation Policy as amended. The motion was seconded by Council Member Barson and unanimously approved.

- C. *Facility Upgrade Quote (Carpet)* – Director of Operations Gearren provided Council with the quote for the carpet upgrade for Village Hall which was budgeted for this year (attached hereto as Exhibit B and incorporated as a part of the minutes).

Council Member Barson moved to approve the carpet quote for Village Hall carpet squares in the amount of \$18,705 plus a 10% contingency for overages. The motion was seconded by Council Member Cameron and unanimously approved.

Business – Review and Items for Future Action

- D. *Manager’s Report.*
1. *Resolution 2020-R-6 to Adopt the Northern Piedmont Regional Hazard Mitigation Plan* – Resolution 2020-R-6 to Adopt the Northern Regional Hazard Mitigation Plan was presented (attached hereto as Exhibit C and incorporated as a part of the minutes).

Council Member Rogers moved to adopt Resolution 2020-R-6 for the Northern Piedmont Regional Hazard Mitigation Plan. The motion was seconded by Council Member Cameron and unanimously approved.

2. *Coronavirus Relief Fund Plan* – Manager Buffkin provided an update on federal funding that came via the state then via the county to local municipalities for Coronavirus Relief with various usage categories. He advised of the County Commissioners adopting a resolution this week which encourages Congress to allow flexibility with the use of those funds (which came out of a meetings of the Reopening Forsyth Committee). Manager Buffkin recommends holding off on adopting a plan for now in order to see the direction taken as there has been some indication that it may happen in the foreseeable future and could possibly include lost revenue replacement. He requested Council share thoughts and possibilities on usage of these funds. Mayor Wait stated that the first round of funding was not very much and Forsyth County (for its size) did not get very much and feels they need to do better. Council Member Barson encouraged everyone to complete the Census as this is how funding is determined.

- E. *Attorney’s Report* – Attorney Fus advised notice was received that a lawsuit has been filed by Allegro Investment Properties against the Village of Clemmons with regard to the denial of their rezoning request and our Insurer has been put on

notice. He will keep Council apprised and stated the lawsuit has been filed with Forsyth County Superior Court (Action 20 CVS 3514). He updated Council on a letter he sent to a company challenging the Village's peddling ordinance stating we were going to enforce our peddling ordinance and has not received a response. He advised of working with Sam's Ice Cream with regard to correction of some stormwater violations on that site and the amount of impervious surface and are making progress. Recently, some drainage and construction easements have been put in place for the drainage improvement project on Breckinridge Lane.

F. Planner's Report – Planner Rahimzadeh introduced Jeff Vaughn, Part-time Code Administrator to Council. Mr. Vaughn recently retired from Winston-Salem / Forsyth County Inspections Division of the Planning and Development Services Department with decades of experience. Council welcomed Mr. Vaughn.

1. Intern Presentation – Mary Kathryn Harward, Intern from UNCG, is currently pursuing her Master's degree in Urban Planning. She made a presentation to Council on the final product that arose from a need to improve transparency with the Planning Department and citizens. She explained how an interactive map she created that is accessible on the Village of Clemmons website was derived and how it can be utilized (attached hereto as Exhibit D and incorporated as a part of the minutes).

Council expressed their appreciation for Ms. Harward's work on this project and the outstanding job she did.

G. Council Comments – Council Member Barson thanked Mr. Daniel for his comments. She and Mayor Wait advised of their recent discussions of the stormwater issues on private property and stated this is something that is being looked into for solutions.

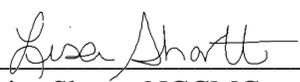
Adjournment

Council Member Barson moved to adjourn the meeting at 6:51 p.m. The motion was seconded by Council Member Cameron and unanimously approved.



John Wait
Mayor

ATTEST:



Lisa Shortt, NCCMC
Village Clerk

Village of Clemmons

Remote Participation Policy

Overview- The purpose of this policy is to establish guidelines which will allow Village Council members who are unable to physically attend a Council meeting to participate remotely via electronic, simultaneous methods. This policy is not intended to allow or encourage physical absence from a Council meeting simply as a means of convenience. Remote participation should only be utilized in the case of a bona fide emergency or other such circumstance as described below. For the purpose of this policy, a Council member is defined as a Village Councilman/woman and the Mayor, hereafter referred to as member. For the purpose of this policy, the presiding officer is defined as the Mayor or the person serving as presiding officer in the Mayor's absence. Nothing in this policy shall prohibit the Council from participating in a fully remote meeting (e.g., via online videoconference), to the extent that a State of Emergency makes it impossible or unsafe to hold a physical meeting. In such an event, any procedural portions of this policy that are inconsistent with the remote meeting format (advance notice of remote participation by the member, call procedures, etc.) shall not apply.

Remote Participation

1. Remote participation is defined as participation in an official Village Council meeting by a member who is not physically present at the meeting via means of electronic and simultaneous methods such as audio and/or video.
2. Unless the Village of Clemmons is under a declared state of emergency, remote participation may be allowed only during open sessions when a quorum of the Council is physically present at the meeting and the Council member participating remotely is not necessary to establish a quorum. Remote participation shall not be allowed during the following, unless there is a declared state of emergency and the proceedings cannot reasonably be postponed:
 - a. Quasi-judicial proceedings
 - b. Closed sessions
3. Remote participation is created for, but not limited to, the following reasons:
 - a. Personal illness or disability
 - b. Employment related issues
 - c. Family or other emergency, including during a declared state of emergency
 - d. Participation in other Village related meetings which make it logistically impossible to attend the meeting.
4. Unless impractical, any member who desires to participate remotely shall notify the Mayor, Village Manager or Clerk at least 24 hours in advance of the meeting to allow for set-up of any necessary

equipment to accommodate remote participation. The member shall also provide the telephone number at which they can be contacted to participate remotely.

5. During the call to order, the presiding officer shall announce that a member has requested to participate remotely and then they shall call the number provided by the member. In an effort to minimize disruption of the meeting, if after two attempts, clear contact cannot be established with an absent member, the option of remote participation for that member during any part of that meeting will not be allowed. Once contact has been established, the remotely participating member shall identify himself and state the reason for participating remotely. If due to technical difficulties, contact with the remotely participating member is lost entirely or if contact becomes unclear, the presiding officer may end remote participation for that member for the balance of the meeting. If remote participation is established but is then interrupted or ends, the member will be considered as excused from the remainder of the meeting and therefore no votes taken following loss of contact from that member will be recorded.

6. Unless the Village of Clemmons is under a declared state of emergency, the presiding officer must be physically present at the meeting.

7. A member has the same voting privileges when participating remotely as they have when they are physically present at the meeting.

8. A member participating remotely must at a minimum be fully heard (and, if possible, also seen) by all members of the Council and other individuals in attendance at the meeting. A member participating remotely must also be able to hear all other members of the Council and other individuals in attendance at the meeting. If this cannot be accomplished, the presiding officer shall not allow the member to participate remotely.

9. When casting a vote, a member participating remotely shall be called on individually by the presiding officer, to verbally cast their vote as “aye” or “nay” in such a manner as can be clearly heard by all members.

10. No written ballots may be taken by the Council when a member is participating remotely.

11. Members participating remotely shall have the right to receive all documents that were distributed to the Council prior to the start of the meeting. However, it is the responsibility of the remotely participating member to provide a means whereby the documents can be delivered to them in a timely manner, for example electronic mail or mailing address. All such expense shall be paid for by the Village.

Application to Citizen Boards – This policy shall also apply to remote participation to all citizen boards of the Village of Clemmons, except the Zoning Board of Adjustment. For purposes of citizen boards, all references to “Council” or a member of “Council” above shall refer to the applicable citizen board or member thereof. References to the “Mayor” shall refer to the presiding member of the applicable board.

- Adopted March 12, 2020, Amended April 27, 2020, Amended August 10, 2020

Clemmons Town Hall Carpet

\$34.00 Rolled Broad Loom

\$43.00 Tiled squares

	Sq. Yds.	Rolled	Squares	Difference
Council office	21	\$714.00	\$903.00	\$189.00
Clerk Office	16	\$544.00	\$688.00	\$144.00
Finance Office	16	\$544.00	\$688.00	\$144.00
Server Office (jeff)	14	\$476.00	\$602.00	\$126.00
Manager	35	\$1,190.00	\$1,505.00	\$315.00
Planner	23	\$782.00	\$989.00	\$207.00
File	20	\$680.00	\$860.00	\$180.00
Conference	24	\$816.00	\$1,032.00	\$216.00
Marketing	16	\$544.00	\$688.00	\$144.00
Halls	75	\$2,550.00	\$3,225.00	\$675.00
Council Room	175	\$5,950.00	\$7,525.00	\$1,575.00

\$14,790.00 \$18,705.00 \$3,915.00

Approved carpet squares purchase in the amount of \$18,705.00 plus a 10% contingency for overages.



John Wait, Mayor

Resolution 2020-R-6

**RESOLUTION TO ADOPT THE
NORTHERN PIEDMONT REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the Village of Clemmons is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the Village of Clemmons desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Village of Clemmons Council to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Village of Clemmons Council to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Village of Clemmons; and

WHEREAS, the Village of Clemmons, in coordination with Forsyth County and the participating municipalities within those Counties has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials;

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency are reviewing the Northern Piedmont Regional Hazard Mitigation Plan for legislative compliance and will approve the plan pending the completion of local adoption procedures;

NOW, THEREFORE, BE IT RESOLVED that the Village of Clemmons Council of the Village of Clemmons hereby:

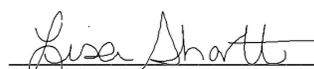
1. Adopts the Northern Piedmont Regional Hazard Mitigation Plan; and
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

Adopted on August 10, 2020.



John L. Wait, Mayor
Village of Clemmons

ATTEST:



Lisa Shortt, Village Clerk





Clemmons Interactive Map

Planning & Transparency in the
Information Era





BACKGROUND

ORIGINS:In order to improve transparency the Clemmons Planning Department has expanded upon the number of development documents on the Village's website.

GOAL:Create an online interactive map for community stakeholders to easily access information specific to land development projects within municipal boundaries.

MODE:ESRI software.

Contributors

- Emily Harrison (Stormwater Technician II), Nasser Rahimzadeh (Village Planner), and Mary Kathryn Harward (GIS/Planning Intern 2020).
- Information source: Map Forsyth (City-County Geographic Information Office).



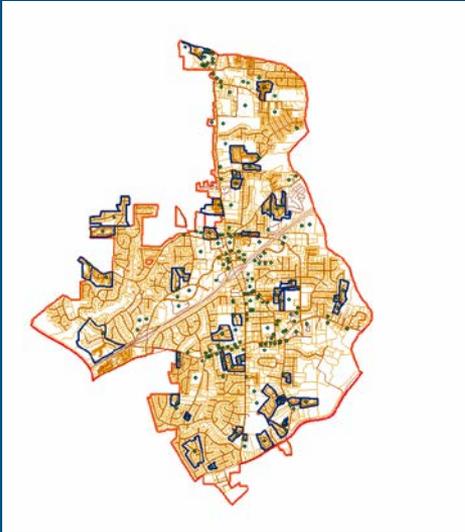


METHODOLOGY

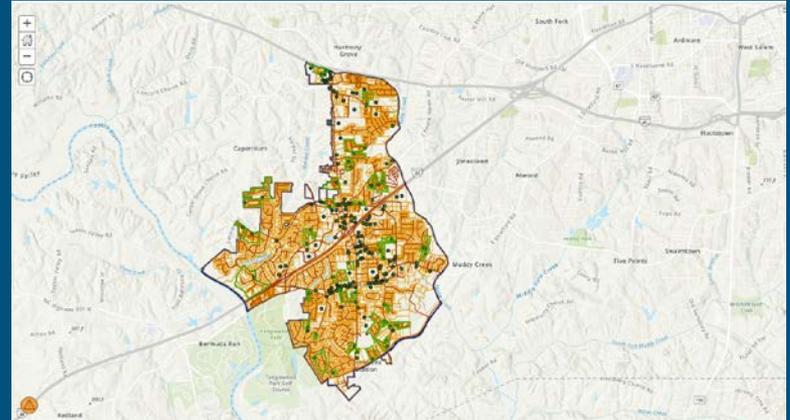
- Incorporating base data for map creation.
- Gathering realted development documents.
- Creating map features (e.g. representative dots, parcel polygons).
- Combining developoment documents with map features.
- Transferring all information from ArcGIS Desktop to ArcGIS Online.
- Integrating the map onto the Village planning website.

FINAL PRODUCT

The Village of Clemmons website now includes a map [webpage](#).



Arcmap Desktop



ArcGIS Online