

Welcome and Call to Order by Mayor O. Stanhope Anthony III

Invocation

Pledge of Allegiance

A. Approval of Agenda

Discussion and revision of the proposed agenda, including consent agenda; adoption of an agenda.

- 1) Motion to adopt the agenda as proposed or amended

B. Public Comment:

1

In accordance with City Council's policy, public comment is only taken at the second regular meeting each month. Any citizen who wishes to address Council must register with the City Clerk prior to 6:00 p.m. on the meeting night. The Mayor will call upon each individual during this portion of the meeting and will allow three (3) minutes to speak.

C. Consent Agenda:

Prior to approval and adoption of the agenda, a Council Member may move an item from the Consent Agenda to the regular agenda. Items remaining on the Consent Agenda will be considered collectively through a single motion and vote.

- 1) Approval of the Minutes of the Regular Meeting of May 3, 2021 2
- 2) Approval of Special Event Permit Application:
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- 3) Approval of a resolution honoring Nicholas Daniel Hamrick on the occasion of his retirement from employment with the City of Shelby: Resolution No. 29-2021 20
- 4) Approval of a resolution authorizing the selection of Integrity Solutions Field Services based on qualifications for corrosion control remediation on the City of Shelby Natural Gas Pipeline: Resolution No. 30-2021 23

5) Adoption of a budget ordinance amendment for the City of Shelby's Ames Copper Natural Gas System Infrastructure Improvements Project: Ordinance No. 19-2021	27
6) Approval of a resolution authorizing the submittal of the City of Shelby's application for North Carolina Industrial Development Fund Utility Account (IDF) Grant for the Randolph Road Industrial Park Sewer Project: Resolution No. 31-2021	33
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<i>To adjourn a meeting of City Council, a majority of the Council Members must vote for a motion to adjourn.</i>	
1) Motion to adjourn	42

City of Shelby
Agenda Item Summary
May 17, 2021
Don Gibson Theatre

B. Public Comment:

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City of Shelby
Agenda Item Summary
May 17, 2021
Don Gibson Theatre

C. Consent Agenda:

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Agenda Item: C-1

- 1) Approval of the Minutes of the Regular Meeting of May 3, 2021

Consent Agenda Item: (Bernadette Parduski, City Clerk)

Summary of Available Information:

Please read and offer changes as you deem necessary.

- Minutes of the Regular Meeting of May 3, 2021

City Manager's Recommendation / Comments

Approve the minutes as presented or as amended by the Mayor and City Council via the Consent Agenda.

MINUTES

Regular Meeting
Don Gibson Theatre

May 3, 2021
Monday, 6:00 p.m.

Present: Mayor O. Stanhope Anthony III, presiding; Council Members Eric B. Hendrick, David Causby, Violet Arth Dukes, Charles Webber, and Andrew Hopper, Sr.; City Manager Rick Howell, MPA, ICMA-CM, Assistant City Manager Justin S. Merritt, MPA, City Attorney Andrea Leslie-Fite, City Clerk Bernadette A. Parduski, Public Information and Communications Officer Chip Nuhrah, Director of Finance Elizabeth B. (Beth) Beam, CPA, Director of Human Resources Deborah C. (Deb) Jolly, Director of Engineering Services Benjamin (Ben) Yarboro, Police Chief Jeffrey H. (Jeff) Ledford, Fire Chief William P. Hunt, MPA, EFO, Director of Planning and Development Services Walter (Walt) Scharer, AICP, Stan Lowery, Executive Director, Don Gibson Theatre; and Jennipher H. Harrill, Social Media Manager, Blue Eyes Social Media Connections

Absent: Council Member David W. White

Mayor Anthony called the meeting to order at 6:00 p.m. and delivered the invocation.

Mrs. Arth Dukes led the Pledge of Allegiance.

A. Approval of agenda:

- 1) Motion to adopt the proposed agenda

ACTION TAKEN: Upon a motion made by Mr. Henrick, City Council voted unanimously to approve the agenda as presented.

B. Special Presentation:

- 1) The City of Shelby Business Starter Guide – Rachel Taylor, Senior Analyst, NC Growth, Kenan-Flagler Business School, University of North Carolina at Chapel Hill

Mr. Merritt introduced the subject matter of the presentation namely “The City of Shelby Business Starter Guide” and the representatives of the NCGrowth Economic Development team, Jess Wilkinson, Economic Development Manager, and Rachel Taylor, Senior Analyst. He recalled the idea for the project began when Mr. Howell found a document online designed to assist individuals wishing to start a business in Whiteville, North Carolina. Mr. Merritt contacted the City of Whiteville and then the NCGrowth team about an opportunity to work with him and Mr. Scharer and Shelby Holmes to produce the City’s Business Starter Guide.

Next, Miss Wilkinson stated that since 2012 NCGrowth has been an Economic Development University Center housed at the Kenan Institute of Private Enterprise and affiliated with the Kenan Business School at the University of North Carolina at Chapel Hill. She stated NCGrowth has assisted almost 80 communities through research, technical assistance, and consulting services to achieve their business goals. Miss Wilkinson introduced Rachel Taylor who continued the presentation.

Miss Taylor began with a discussion of what to expect from the report:

- **Part 1: Project Goals**
 1. **Design a Business Starter Guide – learn the planning and permitting steps necessary to open a business in Shelby**
 2. **Analyze the process – identify strengths, opportunities for growth, and strategies to address challenges**
 3. **Develop recommendations – recommend steps to distribute the guide, enhance services, and streamline processes**

Miss Taylor stated her research utilized the combined best practices approach by conducting interviews, analyzing the planning, and permitting process, and researching case studies and demographic data.

- **Part 2: Guide Walk-through**
 1. **Step-by-step process:**
 - **Check zoning and land use**
 - **Make sure building is up to code**
 - **Obtain permits for construction, alteration, movement, and more**
 - **Sign lease**
 - **Get the building inspected**
 - **Establish utility accounts**

For clarification purposes, Miss Taylor explained the typical zoning districts for small businesses, the occupancy classification groups (be aware of the occupancy classification to determine code ordinances to follow) and determine whether the proposed business location has a backflow prevention device very early in the permitting process.

2. **Helpful resources for supporting businesses**
 3. **Economic Incentive Programs**
 4. **Directory of contact information**
- **Part 3: Recommendation Report**

- **Distribute the Guide**
 1. Digital media via City’s website, social media
 2. Local via news and partner organizations
 3. Ongoing distribution and review via educational forums; revise for updates and edited links

- **Lessons from Case Studies**
 1. Casa Grande, AZ – Promote public service positivity
 2. Memphis, TN – Help minority and women-owned businesses thrive
 3. Big Stone Gap, VA – Support entrepreneurs

- **Streamline the Process**
 1. Facilitate form submission – Update forms to fillable formats
 2. Increase transparency – Adjust website design to be more user-friendly; create flow charts to illustrate the internal workflow; set clear expectations of process timelines
 3. Plan for the Long-term – Conduct an information audit; invest in an online planning and permitting system

- **Foster Minority Business Ownership**
 1. Strategically advertise
 2. Support prospective entrepreneurs

- **Retain Quality Employees**
 1. Retain employees through engagement
 2. Collect data and measure success
 3. Offer opportunities to develop
 4. Start with Leadership

The presentation concluded with a brief discussion. Upon questioning, Miss Wilkinson responded that the City of Whiteville is pleased with the results of their Business Starter Packet. She added that the NCGrowth team does follow-up with their clients every six months. Mrs. Arth Dukes suggested adding a page of applicable City fees to the Business Starter Guide.

The City of Shelby Business Starter Guide and the presentation were well-received by Council for informational purposes. No action was taken by Council.

C. Consent Agenda:

Mayor Anthony presented the consent agenda. Mr. Hendrick moved to approve the consent agenda and the following items were unanimously adopted:

- 1) Approval of the Minutes of the Regular Meeting of April 19, 2021
- 2) Approval of a resolution honoring Thomas J. (Tommy) Forney, Jr. on the occasion of his retirement from employment with the City of Shelby: Resolution No. 24-2021
- 3) Approval of a resolution amending Resolution No. 6-2020: A resolution approving the conveyance of property to another unit of government in North Carolina pursuant to North Carolina General Statute 160A-274: Resolution No. 25-2021

D. Unfinished Business:

- 1) Consideration of appointments to City advisory boards and commissions:

- a. Alcoholic Beverage Control (ABC) Board

Mayor Anthony reminded Council that appointments to this board were made last month in April and it is currently at full-board membership. The Mayor stated Council has the authority to elect a Chair of this board.

Mr. Causby nominated Page Morgan.

Mr. Hopper nominated Sallie M. Craig.

ACTION TAKEN: Upon a motion made by Mr. Hendrick, City Council voted unanimously to close the nominations for Chair of the ABC Board.

Council cast the following votes:

Page Morgan received two votes (Causby and Arth Dukes).

Sallie M. Craig received three votes (Hendrick, Webber, and Hopper).

Mayor Anthony declared Sallie M. Craig as Chair of the ABC Board.

- 2) Consideration of a resolution opposing the passage of State Bill 349/House Bill 401 Increase Housing Opportunities in the General Assembly of North Carolina: Resolution No. 26-2021

Mr. Howell introduced Resolution No. 26-2021 Council's consideration. If approved, this resolution would formalize Council's opposition to Senate Bill 349/House Bill 401 titled "Increase Housing Opportunities". As previously discussed, this bill would eliminate statewide a local governing body's ability to limit any zoning district to single family housing only. House Bill 401 and its

companion Senate Bill 349 make key changes to zoning enabling statutes. It prohibits local governments from excluding duplexes, triplexes, and quadplexes from any residential zoning district where single family dwellings are allowed. It would also require local governments to allow “accessory dwelling units” in all residential zoning districts. Mr. Howell concluded by stating this bill represents a one-size-fits-all approach to zoning and land use in the guise of increasing affordable housing. However, it would usurp local control, undermine the rights of existing property owners, and damage existing home values. The legislation would do so by eliminating single-family zoning statewide and wipe out other aspects of local zoning, further eroding the rights of local property owners and the decisions of their locally elected officials to determine how development should occur in their communities and neighborhoods.

ACTION TAKEN: Upon a motion made by Mrs. Arth Dukes, City Council voted unanimously to approve and adopt Resolution No. 26-2021 entitled, “A RESOLUTION OPPOSING THE PASSAGE OF STATE BILL 349/HOUSE BILL 401 INCREASE HOUSING OPPORTUNITIES IN THE GENERAL ASSEMBLY OF NORTH CAROLINA”.

E. New Business:

- 1) Consideration of a resolution awarding the contract for the City of Shelby Fiscal Year 2020-2021 Street Resurfacing Program: Resolution No. 27-2021

Mr. Howell introduced Resolution No. 27-2021 for Council’s consideration. The adoption of the resolution would award the bid and contract for this annual project. The list submitted by Mr. Yarboro is based upon field observations by staff and inspection data from the 2013 Street Condition Survey conducted by McGill Engineers. This study was later incorporated as part of the Transportation Asset Management Plan and provides an objective decision-making basis and contains an analysis and prioritization of City streets in need of repair and resurfacing.

Mr. Howell noted of the 121 miles of City streets, staff is only able to resurface 1.5 to 2.0 miles each year. Based on the criteria and a project cost estimate, staff identified 3.37 miles of City maintained street system for resurfacing. The scope of work will include milling the existing asphalt as required to reclaim curb and guttering and overlaying with 1.5 inches of asphalt. The asphalt milling that occurs with the annual resurfacing project is completed to maintain stormwater control. For that reason, funding for this construction contract is available via the Powell Bill and the Stormwater Utility fee revenue.

Mr. Howell concluded by stating the City's street maintenance program is funded by Powell Bill revenue that is generated by a portion of the state gas tax and distributed to qualifying cities and towns based upon total eligible street mileage and population. The funding does not allow an adequate timetable for resurfacing all the City's streets. To date, staff has done a good job year in and year out developing the program with the goal of addressing the most significant needs.

ACTION TAKEN: Upon a motion made by Mr. Webber, City Council voted unanimously to approve and adopt Resolution No. 27-2021 entitled, "A RESOLUTION AWARDDING THE CONTRACT FOR THE CITY OF SHELBY FISCAL YEAR 2020-2021 STREET RESURFACING PROGRAM".

2) City of Shelby's Job Ready Shell Building No. 4 Project

- a. Consideration of an ordinance establishing a capital project ordinance and budgets for the City of Shelby's Job Ready Shell Building No. 4 Project: Ordinance No. 18-2021

Mr. Howell introduced Ordinance No. 18-2021 for Council's consideration. In an effort to continue to promote economic development within the City of Shelby, the City desires to complete the design of an industrial site and a job ready shell building on property owned by the City on Randolph Road. If approved, the ordinance would appropriate funding in the amount of \$354,000 from fund balance and the economic development fund for this project as well as the Cleveland County's one-half share of the cost for engineering, architectural, and design costs associated with the site preparation and building design for Shell Building No. 4 to be constructed at 2215 Randolph Road. Mr. Howell stated this is a City owned parcel purchased in 2015. As a reminder, this entire project is funded 50/50 between the City and County. The City is acting as the developer of the project and will collect a developer's fee to offset City staff time and some overhead cost.

ACTION TAKEN: Upon a motion made by Mr. Causby, City Council voted unanimously to approve and adopt Ordinance No. 18-2021 entitled, "AN ORDINANCE ESTABLISHING A CAPITAL PROJECT ORDINANCE AND BUDGETS FOR THE CITY OF SHELBY'S JOB READY SHELL BUILDING NO. 4 PROJECT".

- b. Consideration of a resolution authorizing selection of WHN Architects based on qualifications for professional architectural and civil engineering services for the design of an industrial site and a "Job Ready" Shell Building on Randolph Road in Shelby, North Carolina: Resolution No. 28-2021

Mr. Howell introduced Resolution No. 28-2021 for Council's consideration. The selection committee voted to recommend WHN Architects as the most qualified firm to perform architectural and engineering design services for Shell Building No. 4. In accordance with the NC General Statute 143-31, the City follows a "Request for Qualifications" process. Submitting firms are vetted by a staff committee using an established scoring system. The field is narrowed, and an interview process occurs. The staff committee then reviews their findings and recommendation with me. The City has contracted with McGill Associates in the past for site design on Shell Buildings No. 1 and No. 2 as well as the pre-graded sites within Foothills Commerce Center. All costs per our agreement will be shared equally by the City and Cleveland County.

ACTION TAKEN: Upon a motion made by Mr. Hopper, City Council voted unanimously to approve and adopt Resolution No. 28-2021 entitled, "A RESOLUTION AUTHORIZING SELECTION OF WHN ARCHITECTS BASED ON QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL AND CIVIL ENGINEERING SERVICES FOR THE DESIGN OF AN INDUSTRIAL SITE AND A "JOB READY" SHELL BUILDING ON RANDOLPH ROAD IN SHELBY, NORTH CAROLINA".

F. City Manager's Report:

- 1) Mr. Howell discussed the following which were previously reported to Mayor and Council through his electronic communications:
 - Review of the City's Monthly Financial Summary for March 2021
 - The City's health care plan through Medcost Benefit Services included the Monthly Paid Claims Summary for January through March 2021
 - National Day of Prayer to be observed on Thursday, May 6, 2021; City Hall Council Chamber will be open for prayer at 12 Noon through 1:00 p.m.
 - The Bobby Bell Mural has been completed by the artist, Scott Nurkin
 - Recyclops is a completely independent recycling company that utilizes an Uber-like model and contracts directly with residents offering a subscription service for an average pricing of \$12/month for bi-monthly pick-ups; location activation can begin after 100 sign-ups.

G. Council Announcements and Remarks:

- 1) Mayor Anthony made the following announcements:
 - Happy Star Wars Day – May 4
 - Happy birthday, Council Member Violet Arth Dukes – May 4

- Happy International Firefighters Day – May 4
 - Teacher Appreciation Week to honor educators – May 2 through May 8
 - National Day of Prayer – May 6
- 2) Mayor Anthony requested Council’s consensus so he and Mr. Hopper can continue to further plan Bobby Bell’s recognition event for a mutually convenient date with the Bell family.
- 3) Mr. Causby requested clarification as to funding the American Legion World Series this year since the event and the funding were missed last year due to the COVID-19 pandemic.

Mr. Howell responded each year past grant recipients and other organizations that have expressed an interest are eligible to submit grant applications for the funds generated through the 3 percent room occupancy tax levied by City Council. Each is reviewed to determine if the purpose for use of funds is eligible under the statutes and City policy, the economic impact of the event(s) and/or promotion, past use of funds, success of past events to attract overnight visitors, financial participation by the entity, as well as other relevant criteria. He reminded Council that the American Legion World Series did not submit a grant application last year. Mr. Howell said that once the City’s budget is adopted or concurrently with the adoption of the budget, all grant applicants will be given full consideration and the funding will be distributed.

H. Adjournment:

- 1) Motion to adjourn

ACTION TAKEN: Upon a motion made by Mr. Hendrick, City Council voted unanimously to adjourn the meeting at 6:56 p.m.

Respectfully submitted,

Bernadette A. Parduski, NCCMC, MMC
City Clerk

O. Stanhope Anthony III
Mayor

Minutes of May 3, 2021

City of Shelby
Agenda Item Summary
May 17, 2021
Don Gibson Theatre

Agenda Item: C-2

2) Approval of Special Event Permit Application:

- a. Memorial Run, requested date: May 22, 2021

Consent Agenda Item: (Bernadette Parduski, City Clerk)

Summary of Available Information:

- Memorandum dated May 12, 2021 from Bernadette A. Parduski, City Clerk to Rick Howell, City Manager
- Memorandum dated May 10, 2021 from Bernadette A. Parduski, City Clerk to Police Chief Jeff Ledford, Fire Chief William Hunt, Fire Marshal Phil Lane, Parks and Recreation Director Charlie Holtzclaw, Public Works Director Danny Darst, Assistant Director of Public Works Scott Black, Planning and Development Services Director Walt Scharer, Director of Engineering Services Ben Yarboro
- Special Event Permit Application

City Manager's Recommendation / Comments

This event is in keeping with special event practices of the City. It is my recommendation that this item be approved by City Council at this time via the Consent Agenda.

Memo

To: Rick Howell, City Manager
From: Bernadette A. Parduski, City Clerk
Date: May 12, 2021
Re: Special Event Permit Application

BACKGROUND:

A Special Event Permit Application has been submitted for the following:

- ✓ Memorial Run, requested date: May 22, 2021

REVIEW:

All responding City departments have received, reviewed, and approved the referenced application.

RECOMMENDATION:

Please place the attached Special Event Permit Application on the Consent Agenda of May 17, 2021 for Council’s review and approval.

ATTACHMENT:

- A. Special Event Permit Application packet received May 10, 2021

Memo

To: Police Chief Jeff Ledford, Fire Chief William Hunt, Fire Marshal Phil Lane, Public Works Director Danny Darst, Assistant Director of Public Works Scott Black, Parks & Recreation Director Charlie Holtzclaw, Planning and Development Services Director Walt Scharer, and Director of Engineering Services Ben Yarboro

From: Bernadette A. Parduski, City Clerk

CC: Rick Howell, City Manager

Date: May 10, 2021

Re: Special Event Permit Application

All:

Attached you will find a Special Event Permit Application submitted by Johnny Stamey, Director of Healthy Living and Membership, Cleveland County YMCA, as follows:

- ✓ Memorial Run formerly the June Bug Jam 5K, requested date: Saturday, May 22, 2021

Please carefully review the details of this application as it pertains to your department, and let me know of any anticipated problems/objections that you would like to bring to the attention of the City Council. If there are none, please let me know that as well. The event will be considered by City Council at the May 17, 2021 meeting and recommended for approval unless you advise otherwise. If I do not hear from you by May 12, 2021, it will be assumed that you agree with the application as presented.

As always, thanks for your attention and consideration.

Attachment

RECEIVED

MAY 10 2021

CITY OF SHELBY NC
OFFICE OF THE CITY CLERK

**CITY OF SHELBY
SPECIAL EVENT PERMIT APPLICATION**

Each question must be legible and answered clearly and completely. Applications must be filed with the City Clerk not less than thirty (30) days before the date on which the event is to take place. A fee of \$20.00 will be due upon submission of the application form.

1. EVENT NAME:

Memorial Run

2. PURPOSE AND BRIEF DESCRIPTION OF EVENT:

This event is a 5K Road Race. Each year the Dover Foundation holds a 5K Road Race in the Spring to raise money for our scholarship program benefiting those in need.

3. LOCATION OF EVENT (ATTACH MAP):

Dover Foundation Wyke Rd + Hwy 150

4. PLEASE INDICATE:

Approximately how many people will attend the event? 80-100

Approximately how many vehicles will be present? 80

Approximately how many animals will be present? 10

If the event is a parade, please indicate the amount of street that will be needed:

Single lane Wyke Rd + Hwy 150

All lanes in travel direction Both Directions

Whole street yes

5. PLEASE LIST THE FOLLOWING PARTY (IES) RESPONSIBLE FOR THE EVENT:

Name: Johnny Stamey Director

Address: 411 Cherryville Rd Shelby NC 28150

Phones: 704-669-3678 828-308-7136
(Daytime) (Evening)

JStamey@clevecoymca.org
E-mail address

Name: Mark Pritchitt Executive Director

Address: 911 Cherryville Rd Shelby NC 28150

Phones: 704-669-3630 704-473-0369
(Daytime) (Evening)

mpritchitt@clevecoymca.org
E-mail address

6. PLEASE LIST THE FOLLOWING:

Requested day(s) and date(s) Saturday May 22, 2021

Alternate day(s) and date(s) Saturday June 5, 2021

Requested hours of operation, from 8:15 AM PM to 9:30 AM PM

7. EVENT NOTIFICATION TO RESIDENTS AND BUSINESSES: As an event planner, you are responsible for notifying the neighbors and businesses in the surrounding area of your event. The City requires notifying as many businesses and residents around the event site as possible as early as possible. Please provide your plan of notification at the time you submit your permit application.

8. SANITATION: Please attach your "Plan for Clean-Up." Please check Application Instruction sheet for details.

9. AVAILABILITY OF FOOD, BEVERAGES, AND/OR

ENTERTAINMENT: If there will be music, sound amplification, or any other noise impact, please describe on attached sheet, including the intended hours of the music, sound, or noise.

Will alcoholic beverages be served? NO

If yes, attach to the application a copy of your permit from the Cleveland County Alcoholic beverage Control Board. Alcohol may not be served without a permit.

Will food and/or no-alcoholic beverages be served? Yes Water

If yes, attach to the application a copy of your permit from the Cleveland County Department of Health Services.

10. SECURITY AND SAFETY PROCEDURES: Attach to this application a copy of your building permit(s) if you are installing any electrical wiring on a temporary or permanent basis and/or if you are building any temporary or permanent structures such as bleachers, scaffolding, a grandstand, viewing stands, stages, or platforms.

Attach a copy of your Shelby Fire & Rescue Department Permit or permits to this application if you will use parade floats; an open flame; fireworks; or pyrotechnics; vehicle fuel; cooking facilities; enclosures (and tables within those enclosures); tents; air-supported structures; and/or any fabric shelter.

Give name, address, and phone numbers of the agency or agencies, which will provide first aid staff and equipment. Attach additional sheets if necessary.

Name: Dover Foundation YMCA
Address: 411 Cherryville Rd Shelby NC 28150
Phones: 704-981-9622

Indicate medical services that will be provided for the event.

AMBULANCE: Cleveland Co. EMS
DOCTOR (S): _____
PARAMEDICS: _____

11. CITY SERVICES/EQUIPMENT REQUESTED FOR THIS EVENT:

Police officers to hold traffic on
Wyke Rd and HWY 150 from 8:25
till 9:15am.

12. ANY ADDITIONAL COMMENTS:

This event will not only help with our scholarship
Program we will honor our Veterans and bring
our Community together.

THE CITY OF SHELBY IS NOT A CO-SPONSOR OF THE EVENT

It is understood and agreed that any permit issued pursuant to this application is issued on the condition that the answers herein given are true and correct to the best of the knowledge, information, and belief of the applicant.

SIGNATURE Johnny W. Stamey

APPLICANT office 704-669-3678 cell 828-308-1136 PHONE

PHYSICAL ADDRESS 411 Cherryville Rd Shelby NC 28150

E-MAIL ADDRESS JStamey@clevecoymca.org

DATE May 10, 2021



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Memorial 5K

Executive Order 204 issued March 23.

At a park, beach, or trail, or at outdoor events such as parades, **running races** or festivals, the outdoor Mass Gathering limit of one hundred (100) people applies to each group of people that may gather together.

The YMCA plans to

- Inform participants, and volunteers prior and during race day if they are experiencing any COVID symptoms not to participate in any of the race day activities.
- Hand sanitizing stations will be provided at the start and finish lines and at both water stations.
- We will only provide bottle waters for the runners.
- Volunteers will wear mask.
- Volunteers at the water stations will wear mask and gloves.
- We will start the race in groups in safety pods of 80. We ask for social distancing of 3 feet during this time as we begin the race.
 - Participants in the 5K will be asked to wear mask and once the race begins then and participants spread out then participants will be allowed to remove their mask.
 - Once the participants finish the 5K and down we will ask participants to put their mask back on.
- We will also provide Mask for those who need one.

Race Director

Johnny Stamey

lstamey@clevecoymc.org

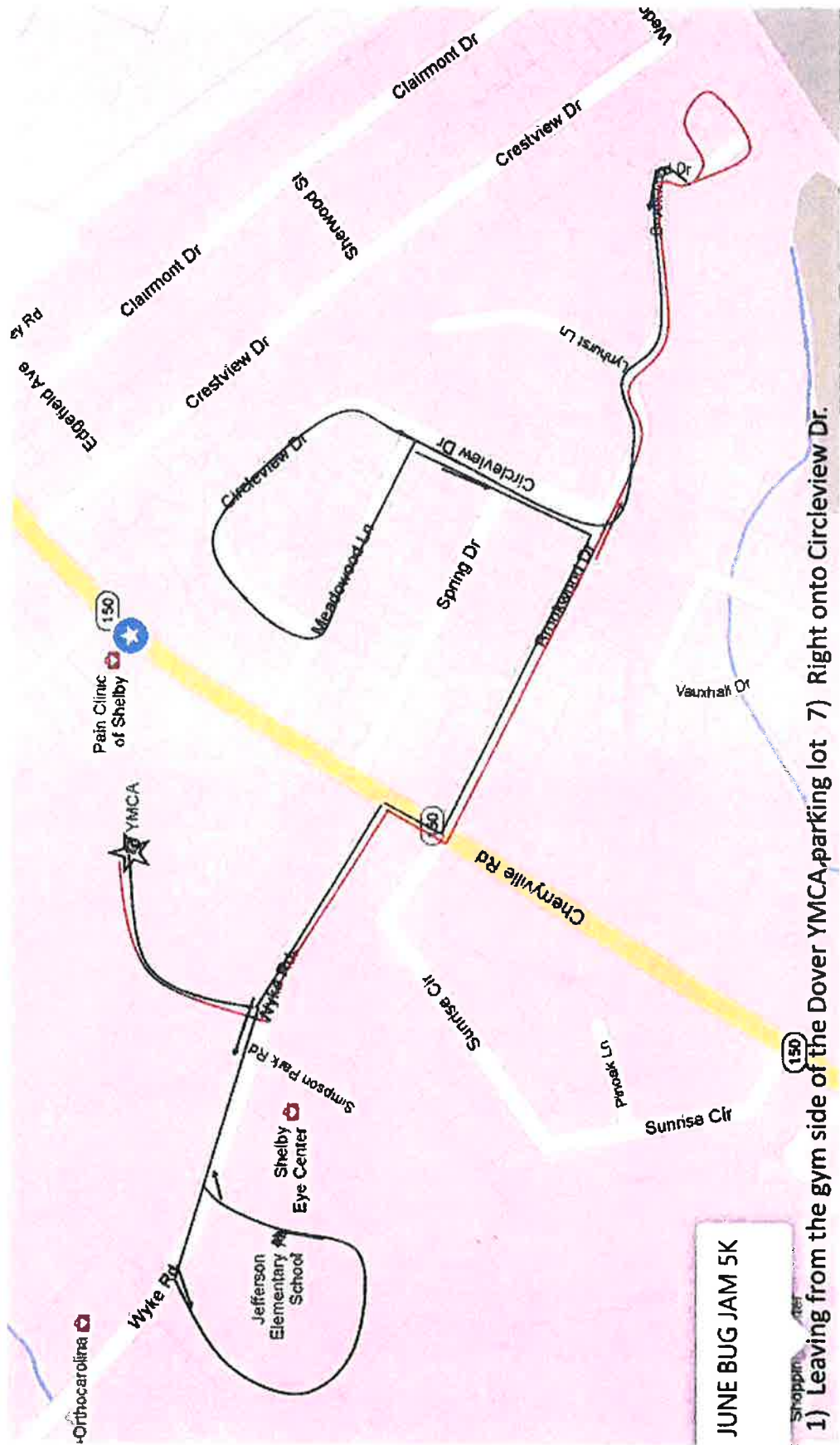
Office (704) 669-3678

Cell (828) 308-7136

CLEVELAND COUNTY FAMILY YMCA

PO Box 2272 Shelby, NC 28151

Our Mission: "Helping all people reach their God-given potential in spirit, mind and body."



JUNE BUG JAM 5K

- 1) Leaving from the gym side of the Dover YMCA parking lot
- 2) Left onto Wyke Road
- 3) Cross over Cherryville Highway (HWY. 150)
- 4) Left on Brookwood Dr. (looping at the bottom of Brookwood)
- 5) Right onto Circleview Dr. (this loops around)
- 6) Left onto Meadowood Ln.
- 7) Right onto Circleview Dr.
- 8) Right onto Brookwood Dr.
- 9) Cross over Cherryville Highway (HWY. 150) at Wyke Road
- 10) Travel along Wyke Road
- 11) Left behind Jefferson Elementary (loops behind school)
- 12) Right onto Wyke Rd.
- 13) Left into the 1st entrance of the Dover Y off of Wyke Rd.

City of Shelby
Agenda Item Summary
May 17, 2021
Don Gibson Theatre

Agenda Item: C-3

- 3) Approval of a resolution honoring Nicholas Daniel Hamrick on the occasion of his retirement from employment with the City of Shelby: Resolution No. 29-2021

Consent Agenda Item: (David Hux, Director of Water Resources)

Summary of Available Information:

- Memorandum dated May 6, 2021 from David Hux, Director of Water Resources to Rick Howell, City Manager
- Resolution No. 29-2021

City Manager's Recommendation / Comments

This time is scheduled on your agenda to consider a resolution recognizing Nicholas Daniel Hamrick on the occasion of his retirement from employment. In keeping with policy Resolution No. 29-2021 will recognize him for having served the City faithfully for the past 31.5 years as a Water Plant employee. He is to be congratulated! Mr. Hamrick is an experienced Water Treatment Facility Operator and will be greatly missed by his fellow employees.

As is in keeping with current policy Mr. Hamrick will be presented with a framed resolution, a city lapel pin and a key to the City. It is customary and appropriate to recognize Nick Hamrick for his many years of service to the City. Mr. Hamrick's dedication to our Water Plant is to be admired.

Please join me in wishing him a healthy and happy retirement. He is scheduled to attend a future meeting of City Council for a formal presentation.

It is recommended that Resolution No. 29-2021 be adopted and approved via the Consent Agenda.

Retiring or Separating Employee Recognition - Employees leaving City employment in good standing will receive a plaque from the City Manager after they have attained at least their 20th anniversary of service with the City or have attained their 10th anniversary and are at least 60 years of age or over. Employees with 25 or more years of service will receive a key to the City, a framed Council resolution and City lapel pin upon retirement from the City. Separating employees who have attained at least five years of service and are leaving in good standing can be recognized on a Department level with a gift or some other form of recognition.



Memorandum

To: Rick Howell; City Manager

From: David Hux; Director of Water Resources *DHux*

cc: Bernadette Parduski; City Clerk

Date: May 6, 2021

Re: Retirement Resolution – Nicholas Hamrick; Water Plant Operator III

Please find a Resolution honoring Nicholas Hamrick for the occasion of his retirement from the City of Shelby. Mr. Hamrick retired from the City as a Water Plant Operator III on April 16, 2021. Mr. Hamrick served the City and its citizens proudly for the past 31 ½ years fulfilling his duties of operating the City's Water Treatment Plant. Mr. Hamrick's knowledge and experience at the Water Treatment Plant will be greatly missed and we wish him a happy, safe and healthy retirement.

In accordance with City policy and past practice, please include this resolution on the consent agenda for May 17, 2021 for adoption. Once adopted, I will coordinate a date with Mr. Hamrick for his presentation from the Mayor.

RESOLUTION NO. 29-2021

**A RESOLUTION HONORING NICHOLAS DANIEL HAMRICK
ON THE OCCASION OF HIS RETIREMENT FROM EMPLOYMENT
WITH THE CITY OF SHELBY**

WHEREAS, on the occasion of his retirement from employment on April 16, 2021, it is fitting and proper for the City Council to express its sincere appreciation to Nicholas Daniel Hamrick for his loyal, dedicated, and committed service to the City of Shelby from August 23, 1989 to April 16, 2021; and,

WHEREAS, Mr. Hamrick has been a loyal team member in the continuing development of the City of Shelby, serving at the Water Plant and to the City of Shelby government as a whole and to all of its citizens; and,

WHEREAS, during his tenure of service, Mr. Hamrick has been a loyal employee for the City of Shelby, beginning as Plant Operator I in August 1989, receiving a promotion to Plant Operator II in March 1994, receiving a promotion to Plant Operator III in June 2000, and finishing his career as Plant Operator III, and has been an outstanding example of the quality of employee necessary to the development of the good of the City; and,

WHEREAS, Mr. Hamrick holds his A-Surface Water Treatment Facility Operator certification, and Mr. Hamrick worked countless hours operating the Water Plant for the City of Shelby; and,

WHEREAS, the City of Shelby is most grateful for the devoted, community, and personal contributions Mr. Hamrick has given to all the citizens, organizations, and businesses within the greater Shelby community; and,

WHEREAS, the City Council of the City of Shelby wishes to acknowledge and express its appreciation to Mr. Hamrick for his 31.5 years of dedicated and devoted duty in service to its citizens, noting that Mr. Hamrick will be missed both professionally and as a fellow co-worker who was always on call and returned to care for Shelby nearly every time he was called upon over the course of his career.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council publicly express their sincere appreciation to Nicholas Daniel Hamrick for his performance of duty to the City of Shelby during the past 31.5 years, and extend the very best wishes for a successful, long, safe, and happy retirement.

BE IT FURTHER RESOLVED that this Resolution be entered upon the permanent Minutes of the City Council.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Shelby to be affixed this the 17th day of May 2021.

O. Stanhope Anthony III
Mayor

ATTEST:

Bernadette A. Parduski, NC-CMC, IIMC-MMC
City Clerk

City of Shelby
Agenda Item Summary
May 17, 2021
Don Gibson Theatre

Agenda Item: C-4

- 4) Approval of a resolution authorizing the selection of Integrity Solutions Field Services based on qualifications for corrosion control remediation on the City of Shelby Natural Gas Pipeline: Resolution No. 30-2021

Consent Agenda Item: (Julie R. McMurry, Director of Energy Services)

Summary of Available Information:

- Memorandum dated May 10, 2021 from Julie R. McMurry, Director of Energy Services to Rick Howell, City Manager and Justin S. Merritt, Assistant City Manager
- Resolution No. 30-2021

City Manager's Recommendation / Comments

Resolution No. 30-2021 is presented for City Council consideration via the Consent Agenda. If approved this resolution would authorize the selection of Integrity Solutions Field Services as the engineering firm to oversee the implementation of the corrosion control program for the City's natural gas regulator stations. These stations are critical to the operations of the system and must be inspected and maintained in accordance with safety standards. This will primarily involve application of a coating to the stations and various piping. Approximately 34 stations are in need of work to be performed under this agreement.

It is recommended that Resolution No. 30-2021 be adopted and approved via the Consent Agenda.



Memorandum

To: Rick Howell, City Manager
Justin Merritt, Assistant City Manager

From: Julie R. McMurry, Director of Energy Services *JRM*

RE: Natural Gas – Regulator Station Painting Engineering Firm Selection Award

Date: May 10, 2021

Executive Summary of issue -Background

The City of Shelby Energy Services Department completed an assessment of the natural gas system in March 2020. This assessment identified the need to prep and paint some of the regulator stations on our natural gas system.

Pursuant to North Carolina General Statute 143-64.31, the City of Shelby utilizes a Qualification Based Selection process without consideration of fee proposals to initially select an engineering, architectural or surveying firm when contracts will exceed \$50,000. The selection criteria were as follows:

- Technical approach/Understanding of the project – 20%
- Relevant experience of proposed personnel – 15%
- Availability of staff and resources – 10%
- Familiarity with state natural gas requirements and processes – 20%
- Relevant natural gas corrosion control experience – 30%
- Location of the firm relative to the project – 5%

Review and Comments

On February 18, 2021, the Energy Services Department submitted Request for Qualifications for regulator station painting engineering. We received 5 responses. Responses were received from the following firms (listed in alphabetical order):

- Booth & Associates – Raleigh, NC
- Integrity Solutions Field Services – East Lansing, MI
- Pond & Company – Norcross, GA
- RK&K – Charlotte, NC
- Weston & Sampson – Portsmouth, NH

A review committee consisting of 4 city staff was established to complete independent reviews and scoring of the 5 responses received. After scoring was completed, the review committee met and agreed that Integrity Solutions Field Services was the most qualified firm to perform the regulator station painting engineering.

Tie in to current policy and/or adopted planning documents

Painting of the regulator stations will protect them from corrosion and prevent deterioration of the pipe.

Recommendation

City staff recommends that the Shelby City Council approve the resolution selecting Integrity Solutions Field Services as the firm to perform the regulator station painting engineering. This resolution will authorize the City Manager to negotiate and execute an agreement that establishes the scope of work and fees associated with the professional services that are to be completed.

Please advise if you have any questions or need additional information.

RESOLUTION NO. 30-2021

A RESOLUTION AUTHORIZING THE SELECTION OF
INTEGRITY SOLUTIONS FIELD SERVICES BASED ON QUALIFICATIONS FOR
CORROSION CONTROL REMEDIATION ON THE CITY OF SHELBY NATURAL GAS PIPELINE

WHEREAS, the City of Shelby owns and operates a natural gas system and as a result of a recent natural gas system assessment has identified regulator stations in areas of the system in need of painting; and,

WHEREAS, the staff issued a Request for Qualifications to professional engineering firms interested in providing specifications to prep and paint regulator stations on the City natural gas system identified as needing painting; and,

WHEREAS, five (5) proposals were received from firms interested in performing the work associated with the project in accordance with North Carolina's General Statute 143-64.31; and,

WHEREAS, City staff has reviewed the proposals and determined that Integrity Solutions Field Services is the most qualified firm to perform and provide the services as outlined in the Request for Qualifications.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY,
NORTH CAROLINA:

Section 1. The City Council of the City of Shelby hereby desires for the City Manager to enter into negotiations with Integrity Solutions Field Services in accordance with North Carolina's General Statute 143-64.31 to negotiate a contract for the above referenced project.

Section 2. If a fair and reasonable fee cannot be negotiated with the best qualified firm, negotiations will be terminated and initiated with the next best qualified firm.

Section 3. The City Manager is hereby authorized to execute a contract with a firm after successful negotiations.

Section 4. This resolution shall become effective upon its adoption and approval.

Adopted and approved this the 17th day of May 2021.

O. Stanhope Anthony III
Mayor

ATTEST:

Bernadette A. Parduski, NC-CMC, IIMC-MMC
City Clerk

City of Shelby
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Agenda Item: C-5

- 5) Adoption of a budget ordinance amendment for the City of Shelby's Ames Copper Natural Gas System Infrastructure Improvements Project: Ordinance No. 19-2021

Consent Agenda Item: (Rick Howell, City Manager and Julie R. McMurry, Director of Energy Services)

Summary of Available Information:

- Memorandum dated May 7, 2021 from Julie R. McMurry, Director of Energy Services to Rick Howell, City Manager and Justin S. Merritt, Assistant City Manager
- Ordinance No. 19-2021

City Manager's Recommendation / Comments

Ordinance No. 19-2021 is presented for City Council via the Consent Agenda. If approved this ordinance would amend Ordinance 36-2020 and provide for funding to be appropriate from the Natural Gas System reserves in the amount of \$625,470. This brings the total cost of this project to an estimated \$673,470 including previously approved funding for engineering and design. As a reminder these funds are appropriated to engineer and construct a new natural gas main line from a point on Hwy 226 to Ames Copper (old Metals America / IMC) on Old Boiling Springs Road.

Ames Copper is constructing a 40,000 square foot expansion to house a new natural gas powered furnace that is used in the recycling of scrap copper material for reuse in various products. The company is investing approximately \$26.3 million and will create 46 new jobs. A reminder that this new investment is exempt from local property taxes under state law as it qualifies as a recycling business. It is initially estimated that based upon information provided by Ames Copper that this will be a 3 ½ year payback on the capital outlay. The City generally has required a 5 year payback or less when considering natural gas extensions.

It is recommended that Ordinance No. 19-2021 be adopted and approved via the Consent Agenda.



Memorandum

To: Rick Howell, City Manager
Justin Merritt, Assistant City Manager

From: Julie R. McMurry, Director of Energy Services *JRM*

Date: May 7, 2021

Subject: Natural Gas- Natural Gas System Improvements
AMES Copper PBO Amendment Request

Executive Summary of issue – Background

On December 7, 2020 Council approved a budget for preliminary engineering, final design and bidding and construction management for natural gas system improvements needed to meet the needs of the new AMES Copper facility on Old Boiling Springs Road. This work was awarded to Heath and Associates and includes installation of approximately 3,200' of 8" steel gas main from the intersection of Polkville Road and Highway 74 to Old Boiling Springs Road and 1,600' of 6" steel gas main along Old Boiling Springs Rd to the AMES Copper facility and the meter set for the facility.

Review and Comments

Staff consulted with Scott Heath of Heath and Associates to determine the best route and design for the project. Design has been completed, project estimates have been calculated and bid documents have been prepared. The estimated cost is \$625,470.00

Tie in to current policy and/or adopted planning documents

This project is in alignment with Strategic Growth Plan Policy 7.1- Business oriented perspective/public service function and Strategic Growth Plan Policy 8.2 - Capital improvements for economic development.

Recommendation

Staff recommends amending the project budget to include \$625,470.00 for the construction portion of this project to include installation of approximately 3,200' of 8" steel gas main from the intersection of Polkville Road and Highway 74 to Old Boiling Springs Road and 1,600' of 6" steel gas main along Old Boiling Springs Rd to the AMES Copper facility and the meter set for the facility. Engineer's cost estimate is attached.

Please let me know if more information is needed.

City of Shelby									
22018 - AMES Copper Extension									
4/29/2021									
ENGINEER'S COST ESTIMATE									
Bid Qty.									
ITEM	DESCRIPTION	UNITS	NUMBER OF UNITS	MATERIALS	LABOR	UNIT PRICE	TOTAL PRICE		
1.1	8" STL PIPE, X-52, .188 WALL	FT	3500	\$ 23.50	\$ 40.00	\$ 63.50	\$ 222,250.00		
1.2	6" STL PIPE, X-52, .188 WALL	FT	2000	\$ 17.10	\$ 35.00	\$ 52.10	\$ 104,200.00		
1.3	4" STL PIPE, X-52, .237 WALL	FT	15	\$ 15.10	\$ 24.90	\$ 40.00	\$ 600.00		
2.1	8" HDD - BRUSHY CREEK HDD (STA. 19+25)	LS	1	\$ 12.40	\$ 98,000.00	\$ 98,000.00	\$ 98,000.00		
2.2	8" HDD - HWY 74 HDD (STA. 32+50)	LS	1	\$ 12.40	\$ 52,000.00	\$ 52,000.00	\$ 52,000.00		
3.1	6" SLICK BORE	FT	50		\$ 80.00	\$ 80.00	\$ 4,000.00		
4.1	8" STL WxW VALVE w/ GEAR BOX & VALVE BOX (Kerotest)	EA	1	\$ 4,750.00	\$ 1,800.00	\$ 6,550.00	\$ 6,550.00		
4.2	6" STL WxW VALVE & VALVE BOX (Kerotest)	EA	2	\$ 2,990.00	\$ 1,400.00	\$ 4,390.00	\$ 8,780.00		
4.3	4" STL WxW VALVE & VALVE BOX (Kerotest)	EA	2	\$ 1,550.00	\$ 1,000.00	\$ 2,550.00	\$ 5,100.00		
5.1	8" CLASS 150 MUELLER BOF H-17280	EA	1	\$ 2,650.00	\$ 8,000.00	\$ 10,650.00	\$ 10,650.00		
5.2	4" CLASS 150 MUELLER BOF H-17260	EA	1	\$ 1,025.00	\$ 5,500.00	\$ 6,525.00	\$ 6,525.00		
6.1	8" WELD-END INSULATOR, ANSI 150	EA	1	\$ 3,200.00	\$ 800.00	\$ 4,000.00	\$ 4,000.00		
6.2	4" WELD-END INSULATOR, ANSI 150	EA	1	\$ 1,300.00	\$ 800.00	\$ 2,100.00	\$ 2,100.00		
7.1	PAD FOR M&R STATION PROVIDED BY INDUSTRY	EA	1	\$ -	\$ -	\$ -	\$ -		
8.1	METER AND REGULATOR STATION	EA	1	\$ 60,535.00	\$ 18,000.00	\$ 78,535.00	\$ 78,535.00		
9	ASPHALT CUT	FT	50		\$ 35.00	\$ 35.00	\$ 1,750.00		
10	CONCRETE CUT	FT	50		\$ 65.00	\$ 65.00	\$ 3,250.00		
11	ROCK	YD^3	20		\$ 175.00	\$ 175.00	\$ 3,500.00		
12	GRAVEL	TN	60		\$ 40.00	\$ 40.00	\$ 2,400.00		
13	RIP RAP	TN	30		\$ 50.00	\$ 50.00	\$ 1,500.00		
14	WATTLE	FT	100		\$ 12.00	\$ 12.00	\$ 1,200.00		
15	EC BLANKET	SQ. YD	1430		\$ 6.00	\$ 6.00	\$ 8,580.00		
						CONSTRUCTION SUBTOTAL	\$ 625,470.00		

ORDINANCE NO. 19-2021

A BUDGET ORDINANCE AMENDMENT FOR THE CITY OF SHELBY’S AMES COPPER
NATURAL GAS SYSTEM INFRASTRUCTURE IMPROVEMENTS PROJECT

WHEREAS, in accordance with applicable provisions of the North Carolina Budget and Fiscal Control Act, the City of Shelby finds it advisable and necessary to revise and amend its capital project ordinance and budgets for the City of Shelby’s Ames Copper Natural Gas System Improvements Project; and

WHEREAS, the City Manager (Budget Officer) has recommended certain amendments to the budget which the governing body finds acceptable; and,

WHEREAS, City Council now desires to act on the recommended budget amendments and approve the same for implementation and compliance with the North Carolina Local Government Budget and Fiscal Control Act;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA:

Section 1. Ordinance No. 36-2020, the City’s Ames Copper Natural Gas System Improvements Project, is hereby amended as follows to provide for Budget Amendment No. 1 for said project:

Appropriating Natural Gas Fund Balance:

Fund Balance Appropriated	64006000-39900	\$625,470
Transfer to Natural Gas Cap. Projects	640741-49641	\$625,470

Ames Copper Natural Gas System Improvements Project

(1) The following Natural Gas Fund Cap. Project Revenues are amended by the City:

Transfer from Natural Gas Fund	64106000-39640-64887	\$625,470
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(2) The following Natural Gas Fund Cap. Project Expenditures are amended by the City:

Construction	641746-53000-64887	\$625,470
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Section 2. That the revenues, expenditures and amendments set forth in Section 1 of this ordinance are hereby summarized as follows:

Ames Copper Natural Gas System Improvements Project

	<u>Current Budget</u>	<u>Amendment No. 1</u>
Revenues		
Transfer from Natural Gas Fund	\$ 48,000	\$673,470
Expenditures		
Engineering	\$ 48,000	\$ 48,000
Construction	\$ -0-	\$625,470

Ordinance No. 19-2021
May 17, 2021
Page 2

Section 3. Copies of this Budget Ordinance Amendment shall be furnished to the City Manager as Budget Officer and to the Finance Director to be kept on file by them for their direction in the collection and disbursement of funds. Said officials are hereby authorized to receive and expend funds as herein set forth in accordance with the Shelby City Code, the General Statutes of North Carolina, and the provisions of the original budget ordinance; inclusive of GS 159-28 governing budgetary accounting of appropriations.

Section 4. This ordinance shall become effective upon its adoption and approval.

Adopted and approved this the 17th day of May 2021.

O. Stanhope Anthony III
Mayor

ATTEST:

Bernadette A. Parduski, NC-CMC, IIMC-MMC
City Clerk

APPROVED AS TO FORM:

Andrea Leslie-Fite
City Attorney

City of Shelby
Agenda Item Summary
May 17, 2021
Don Gibson Theatre

Agenda Item: C-6

- 6) Approval of a resolution authorizing the submittal of the City of Shelby's application for North Carolina Industrial Development Fund Utility Account (IDF) Grant for the Randolph Road Industrial Park Sewer Project:
Resolution No. 31-2021

Consent Agenda Item: (Rick Howell, City Manager and Justin S. Merritt, Assistant City Manager)

Summary of Available Information:

- Memorandum dated May 10, 2021 from Justin S. Merritt, Assistant City Manager to Rick Howell, City Manager
- Resolution No. 31-2021

City Manager's Recommendation / Comments

Resolution No. 31-2021 is submitted for City Council consideration via the Consent Agenda. If approved this resolution would authorize the submittal of a formal application to the NC Department of Commerce Industrial Development Fund Utility Account for the construction of sewer infrastructure to serve the 62 acre Randolph Road business park. This project will allow the City to serve this entire site and will support the construction of Shell Building #4 beginning in 2022.

As a reminder the City did submit a pre-application for this grant and was tentatively awarded a grant in the amount of \$562,500 by the State Water Infrastructure Authority. The total project cost is estimated at \$750,000. This grant does require a 25% local match. Cleveland County has agreed to split the local match with the City.

It is recommended that Resolution No. 31-2021 be adopted and approved via the Consent Agenda.



To: Rick Howell, City Manager

From: Justin Merritt, Assistant City Manager

Date: May 17, 2021

Subject: NC Commerce Industrial Development Fund (IDF) Grant Application to assist with construction of Sewer Infrastructure to serve the Randolph Road Industrial Park

Background:

The City has begun design of sewer utility infrastructure needed to serve the Randolph Road Industrial Park located at 2215 Randolph Road, Shelby, NC. To seek assistance with project funding, the City has previously submitted a pre-application to the NC Commerce Industrial Development Fund Utility Account to seek grant funding in the amount of \$562,500, with matching funds of \$187,500, for a total estimated project budget of \$750,000. The pre-application was reviewed by staff at NC Commerce and the City was invited to submit a full application. One requirement is that the City Council explicitly authorize the City to submit the full application and file any necessary documentation. This resolution is attached for consideration by City Council at the May 17, 2017 meeting.

Recommendation:

The recommendation from staff is to approve the attached resolution.

RESOLUTION NO. 31-2021

A RESOLUTION AUTHORIZING THE SUBMITTAL OF THE CITY OF SHELBY'S
APPLICATION FOR NORTH CAROLINA INDUSTRIAL DEVELOPMENT FUND
UTILITY ACCOUNT (IDF) GRANT
FOR THE RANDOLPH ROAD INDUSTRIAL PARK SEWER PROJECT

WHEREAS, the City of Shelby's City Council has previously indicated its desire to assist in economic development efforts within the City; and,

WHEREAS, the City Council wishes the City to pursue a formal application for IDF funding to assist with the construction of sewer infrastructure to serve the Randolph Road Industrial Park; and,

WHEREAS, the City Council certifies that the City of Shelby will administer this grant in accordance with the rules and regulations of the NC Department of Commerce.

WHEREAS, The City Council certifies that the City of Shelby will administer this grant through the City of Shelby Finance Office.

WHEREAS, the grant will be monitored quarterly to assure compliance with this proposal and the Department of Commerce regulations.

WHEREAS, the amount of the grant application will be \$562,500.

AND, that Rick Howell, City Manager, and O. Stanhope Anthony, II, Mayor, the Authorized Officials, and successors so titled, are hereby authorized to execute and file applications on behalf of the City of Shelby with the State of North Carolina for funding to aid in the construction of the project described above.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelby that the City is authorized to submit a formal application to the North Carolina Department of Commerce for approval of grant funds from the Industrial Development Fund Utility Account to benefit the Randolph Road Industrial Park Project.

Adopted and approved this the 17th day of May 2021.

O. Stanhope Anthony III
Mayor

ATTEST:

Bernadette A. Parduski, NC-CMC, IIMC-MMC
City Clerk

APPROVED AS TO FORM:

Andrea Leslie-Fite
City Attorney

City of Shelby
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May 17, 2021
Don Gibson Theatre

Agenda Item: C-7

- 7) Approval of a resolution authorizing selection of McGill Associates, PA based on qualifications for the Randolph Road Industrial Park Sewer Project:
Resolution No. 32-2021

Consent Agenda Item: (David Hux, Director of Water Resources)

Summary of Available Information:

- Memorandum dated May 10, 2021 from David Hux, Director of Water Resources to Rick Howell, City Manager
Proposed Sewer Service on Randolph Road parcel
- Resolution No. 32-2021

City Manager's Recommendation / Comments

Resolution No. 32-2021 is presented for City Council consideration at this time. In North Carolina the procurement of professional services performed by architects, engineers, surveyors and construction managers at risk is governed by NCGS 143-64.31 sometimes called the mini Brooks Act. The City is required to follow a Request for Qualifications process in selecting the most qualified firm to perform the specified professional services.

Earlier this year I authorized Water Resources staff to begin the RFQ process for the selection of an engineering firm to design a wastewater collections system to serve the Randolph Road business park. The selection committee voted to recommend McGill Associates as the most qualified firm to perform engineering design services for this project. As is our routine and in accordance with the NC General Statute 143-31 the City follows a "Request for Qualifications" process. Submitting firms are vetted by a staff committee using an established scoring system. The field is narrowed and an interview process occurs. The staff committee then reviews their findings and recommendation with me. Please keep in mind that the statute requires us to select the most qualified firm and then and only then may we negotiate pricing. If we cannot agree to a price with the most qualified firm we can then negotiate with the next firm on the list. I do not anticipate this will be an issue.

It is recommended that Resolution No. 32-2021 be adopted and approved via the Consent Agenda.

Memorandum

To: Rick Howell, City Manager

From: David Hux, Director of Water Resources *DHux*

Date: May 10, 2021

Subject: Randolph Road Industrial Park Sewer – Engineering Services Selection

Background

A few years ago, the City of Shelby acquired parcel 28375 located off Randolph Road for the development of an additional industrial/manufacturing site in hopes of luring additional economic development to the City. The City is now taking steps for the potential construction of Shell Building #4 on the site.

Water is currently at the site; however, a sewer extension is necessary to serve this site and any future development on or around this tract of land. The Randolph Road Industrial Park sewer project would consist of a sewer lift station with generator, new sewer force main, and new gravity sewer line. This new infrastructure would connect with the existing westside sewer outfall, which conveys wastewater to the Westside (Crest) Lift Station located off Crest Road. From the Westside Liftstation the wastewater is pumped directly to the First Broad WWTP for treatment.

Review

On April 7, 2021, the City of Shelby solicited a Request for Qualifications (RFQ) for engineering services for the Randolph Road Industrial Park Sewer. The solicitation was advertised on the City's website and directly sent out to nine (9) engineering firms who have either worked for or expressed interest in working with the City.

On April 21, 2021 City staff received four (4) responses to the RFQ and has thoroughly reviewed all proposals. Responses were received and evaluated from the following firms (in alphabetical order):

- McGill Associates – Hickory, North Carolina
- Odom Engineering – Forest City, North Carolina
- The Wooten Company – Hickory, North Carolina
- Willis Engineers – Charlotte, North Carolina

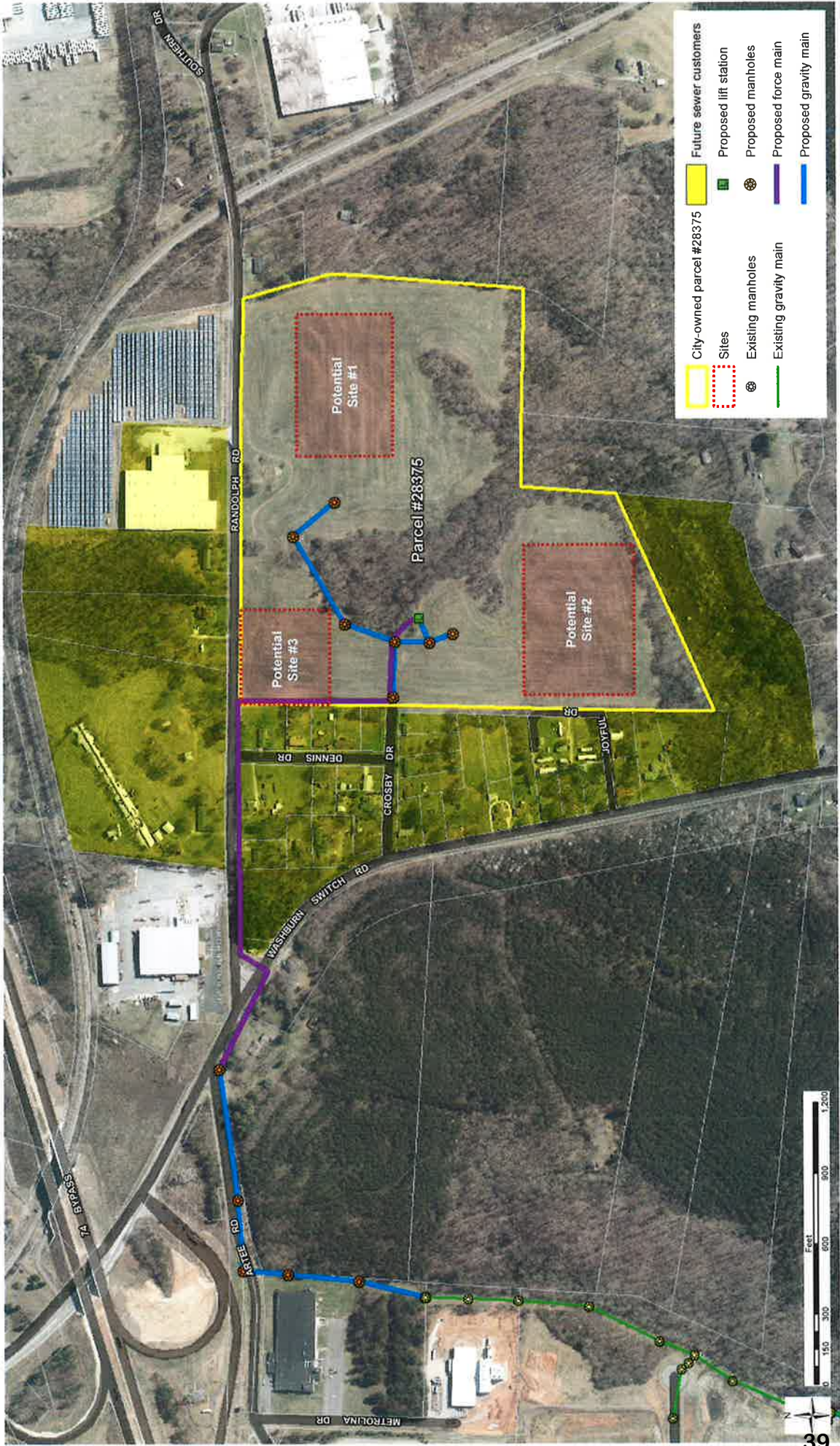
After scoring of the RFQs, staff is recommending that McGill Associates be selected as the most qualified engineer. The RFQ process is in accordance with North Carolina General Statute 143-64.31.

Recommendation

City staff recommends that the Shelby City Council approve the resolution selecting McGill Associates to perform the engineering services for the Randolph Road Industrial Park Sewer. This resolution would also authorize the City Manager to then negotiate and execute an agreement establishing the scope of work and fees associated with the required engineering services.

Please let me know if additional information is needed.

Proposed Sewer Service to Parcel 28375 Conceptual Layout



RESOLUTION NO. 32-2021

**A RESOLUTION AUTHORIZING SELECTION OF MCGILL ASSOCIATES, PA
BASED ON QUALIFICATIONS FOR
THE RANDOLPH ROAD INDUSTRIAL PARK SEWER PROJECT**

WHEREAS, the City of Shelby has plans for a future shell building and industrial park off Randolph Road; and,

WHEREAS, the site does not currently have sewer infrastructure for sewer service; and,

WHEREAS, the City of Shelby is seeking design engineering for the Randolph Road Industrial Park sewer extension; and,

WHEREAS, City staff issued a Request for Qualifications to professional engineering firms interested in providing design services and subsequently construction oversight contingent on the availability of funds related to this project; and,

WHEREAS, Four (4) Statement of Qualifications were received from engineering firms interested in performing the work associated with this project in accordance with North Carolina General Statute 143-64.31; and,

WHEREAS, City staff has reviewed the Statement of Qualifications and determined that McGill Associates, PA is the most qualified to perform and provide the services as outlined in the Request for Qualifications.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA:

Section 1. The City Council of the City of Shelby hereby desires for the City Manager or his designee to enter negotiations with McGill Associates, PA of Hickory, North Carolina in accordance with North Carolina General Statute 143-64.31 to negotiate a contract for the above referenced project.

Section 2. If a fair and reasonable fee cannot be negotiated with the best qualified firm, negotiations will be terminated and initiated with the next best qualified firm.

Section 3. The City Manager is hereby authorized to execute a contract with a firm after successful negotiations.

Section 4. This resolution shall become effective upon its adoption and approval.

Adopted and approved this 17th day of May 2021.

O. Stanhope Anthony III
Mayor

ATTEST:

Bernadette A. Parduski, NC-CMC, IIMC-MMC
City Clerk

City of Shelby
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D. Unfinished Business

None

E. New Business

None

Agenda Item: F

City Manager's Report

I will report to Mayor and Council on a number of ongoing projects and issues. The projects and issues reported upon are intended to be for your information and do not necessarily require action by Council.

Agenda Item: G

Council Announcements and Remarks

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H. Budget Session:

- 1) Budget Session – General Fund: Proposed Fiscal Year (FY) 2021-2022 Annual Operating Budget for the City of Shelby

This time is scheduled on City Council agenda to allow me to introduce my recommended budget for the fiscal year beginning July 1, 2021. The presentation will take on a similar format as in the past. I am currently working on the presentation and hope to have it to you prior to the meeting. Council must adopt a new budget no later than June 30, 2021.

I. Adjournment:

To adjourn a meeting of City Council, a majority of the Council members must vote for a motion to adjourn.

- 1) Motion to adjourn