



City of King City Council Organizational Meeting

6:00 PM Monday, December 01, 2025

City of King City Hall Council Chambers
229 S. Main St., King, NC 27021

MINUTES

The King City Council convened for its regular meeting at the King City Hall, Council Chambers, 229 S. Main St, King, on Monday, December 1, 2025, at 6:00 pm. The purpose of the meeting was to discuss and make decisions on various city matters. Present at the meeting were Councilman Tyler Bowles, Mayor Pro Tem Jane Cole, Mayor Rick McCraw, Councilwoman Terri Fowler, Councilman Michael Lane, City Manager Scott Barrow, City Clerk Nicole Branshaw, Director of Finance and Personnel Susan O'Brien, Fire Chief Steven Roberson, Assistant Police Chief Ian Tedder, Police Lt. B. Haynes, Senior Center Director Paula Hall, Supervisor of Public Works Ricky Lewis, Public Works Maintenance Worker Jasper White, Supervisor of Public Utilities Chuck Moser, Meter Reader Justin Prichard, Intern City Planner Emerson Wright, Water Plant Superintendent Mark Danley, Building Inspector Ricky Gordon, Collections Clerk Tiffany George, City Attorney Brad Friesen, Chaplain Donald Davis and Chaplain Rick Hughes.

MEETING CALLED TO ORDER

The meeting was called to order at 6:00 PM on Monday, December 1, 2025. The Pledge of Allegiance was recited with all remaining standing for the invocation given by Chaplain Donald Davis.

ANNOUNCEMENTS

The mayor expressed excitement about having "a council chamber full of people" and welcomed everyone present and those watching online. He directed attendees to the available agendas and noted their location.

Mayor McCraw highlighted several key announcements from the agenda. He first asked Council members if they had any corrections or additions to the announcements, to which there were none.

The mayor then proceeded to highlight the following events:

- The Community Christmas Tree Lighting on Friday, December 5th, at Central Park at 6:30 PM. He noted uncertainty about weather conditions, saying, "I don't know if it's going to rain or snow. So, we'll just have to wait and see."
- The Christmas Parade on Saturday, December 6th
- City Hall closures on December 24th through 26th for Christmas
- City Hall closure on January 1st for New Year's Day
- The next council meeting is scheduled for January 5th in the council chambers

PUBLIC COMMENT

Mayor McCraw opened public comment at 6:02 PM, reading the full guidelines for public participation, including the requirement for speakers to provide their name and address, maintain courteous language, and adhere to the 3-minute time limit per speaker.

1. Gretchen Parker, 101 Pilot View Dr., King, Branch Manager at the King Public Library, was the first speaker. She cordially invited the Mayor, Council, and community to the library's open house on Thursday from 5 to 7 PM. She explained they would be serving soups this year instead of just finger foods and mentioned door prizes. She expressed that it was their way of saying "thank you to you guys and to the community for supporting us every year."

2. Patricia King, 125 Campbell Ridge Circle, approached with concerns about water bills. She asked why water bills were "like, 3 days back instead of, like, the same they're supposed to be every month." She explained that for years the billing had been consistent, but this year it was "like, 3 days back," which created hardship for those who only get paid on the third of the month. She emphasized the difficulty this caused: "We have to, like, borrow money to pay our water bill and stuff, and we're not getting letters letting us know that they're going to do that." The Mayor suggested she visit City Hall to speak with the City Manager about the issue.

3. Alex Stark, 804 Brookstone Way, raised concerns about water and sewer bills, stating, "I happen to be single, and I have no idea who sets the prices for this?" She questioned why her bill was "the same as a family of 6" and asked who sets the rates. She also mentioned that Kyle Hall had told her the city received \$2 million in 2021 to help renovate the sewage treatment plant, asking, "What happened to the money there?" The Mayor directed her to speak with City Manager Scott Barrow at City Hall.

4. John Knight, 526 Burlwood Drive, echoed with similar concerns about high water bills and questioned why wastewater continues to be sent "down south when we have a treatment plant right here in the town that should be rebuilt." He expressed frustration about the financial burden on residents, particularly those on fixed incomes: "There are many people where I live that live on a fixed income, and it just went up on our rent again, and that's going to be hurting a lot of community people in our area." He emphasized the urgency: "It's time to do something here. You're opening up all these houses here. It's not like you're not getting enough money to open it up, and it needs to be done." Knight also raised a traffic safety concern about the need for a traffic light "right down the road here by the flower shop," noting heavy commute traffic from both directions and warning, "It's due to have a bad accident."

There being no one else to give written or verbal requests, wishing to speak. Mayor McCraw closed the public comment portion of the meeting at 6:09 p.m., thanking all speakers for their public comments.

****SEE DOCUMENT 1****

OLD BUSINESS

1. ADJUSTMENTS TO AGENDA

Councilman Lane requested the following:

- a. ADD Closed Session: Under NC General Statute 143-318.11(A4), Closed Session regarding matters related to business location or expansion
- b. ADD Closed Session: Under NC General Statute 143-318.11(A6), Closed Session for the purpose of discussing personnel matters.

MOTION: Mayor Pro Tem Cole moved to approve the agenda with noted changes. Councilwoman Fowler seconded the motion. The motion carried unanimously.

2. CONSENT AGENDA

Mayor McCraw explained that the consent agenda items were considered noncontroversial and administrative in nature. He asked if any council members wanted to remove items from the consent agenda for separate discussion. No items were pulled for separate discussion.

The following consent items were approved:

A. Approval of Minutes

- a. November 3, 2025, City Council Regular Meeting

***MOTION:** Councilwoman Fowler motioned to approve the consent agenda as presented. Mayor Pro Tem Cole seconded the motion. The motion carried unanimously.*

3. NEW EMPLOYEE

A. Introduction to New Employee:

- a. Justin Prichard – Meter Reader

Justin Prichard was introduced as the new Meter Reader. The Mayor welcomed him, saying, "We're glad to have you."

4. EMPLOYEE OF THE QUARTER

The Mayor presented the Employee of the Quarter award for the 4th Quarter 2025 to Jasper White from the Public Works Department. The Mayor read a detailed letter of recommendation:

"Since joining the city last August, Jasper has consistently demonstrated a strong work ethic, positive attitude, and eagerness to go above and beyond in every task that he undertakes. Jasper's enthusiasm and can-do spirit have made him an invaluable member of our department."

The letter noted his versatility: "Whether it's running a leaf truck, picking up brush, or stepping up as an elf at the Christmas tree lighting... Jasper always steps up for whatever he's asked to do." The Mayor humorously noted they had just seen him "trying to put on those stretchy pants" for his elf role.

The commendation continued: "His willingness to learn and his ability to quickly adapt have been a great asset to their department. In just a short time, Jasper has proven himself to be dependable, hardworking, and a team player. No matter the task, big or small, he approaches it with enthusiasm, pride, genuine desire to do the very best he can." The Mayor presented Mr. White with a certificate of appreciation, a jacket, and expressed his appreciation for Mr. White's hard work in the city.

5. Items for Presentation

A. Audit Presentation

April Adams, from the audit firm, presented the results of the June 30, 2025, year-end audit. She began by introducing herself and the audit team, emphasizing that "we are hired by you, and we are required to report to you as the board of governance... Susan or Scott doesn't hire us to perform the audit. You guys do."

Adams highlighted her extensive experience auditing local governments in North Carolina and introduced her experienced team members, Victoria and Shannon, each with 10+ years of experience.

Audit Results:

- The firm expressed an unmodified (clean) opinion on the financial statements - "the best results you can get when you have an audit."
- No deficiencies in internal controls were identified
- No adjusting journal entries were required
- The city received clean opinions on:
 - Financial statements
 - Yellow book compliance (government auditing standards)
 - Federal compliance (specifically the ARPA/Coronavirus state and fiscal local money grant for the Muddy Creek project)
- No financial performance indicators of concern were triggered by the Local Government Commission

Adams explained the various sections of the audit report and clarified which portions were covered by their opinion. She noted that the city has significant estimates in its financial statements related to pension and OPEB retirement plans and depreciation on capital assets.

The auditor confirmed they maintained independence, encountered no difficulties or disagreements with management, and found no fraud or illegal acts during the audit. She concluded by evaluating the city's ability to continue operations, stating, "They are required to evaluate the city's ability to be here 12 months from our audit report date, which is today. We're happy to report that you guys will be here another year. We'll be back giving the audit next year."

Council members praised Finance Officer Susan O'Brien for her work, with one noting, "I'm sure all of these reports right here... fall right back on her. She does a fantastic job." Adams agreed, noting that "an audit is no heavy lift, especially one with a new firm trying to get all the information."

NEW BUSINESS

6. SWEARING IN CEREMONY

- A. City Council Oaths of Office
 - a. Council Member Jane Cole
Administered by NC District 23 Court Judge Tom Langan, Stokes County
 - b. Council Member Michael Lane
Administered by NC House Representative Kyle Hall, District 91, Forsyth & Stokes County

Judge Tom Langan administered the oath of office to Councilwoman Jane Cole. NC House Representative Kyle Hall administered the oath to Councilman Michael Lane.

RECESS & RECEPTION

The Mayor called for a 25-minute recess at 6:34 PM for refreshments in the hallway. The meeting reconvened at 7 pm.

7. ACTION ITEMS

A. Organizational Meeting

a. Appointment to Piedmont Triad Regional Council of Governments

MOTION: Councilwoman Terri Fowler nominated Jane Cole. Councilman Michael Lane seconded. The motion carried unanimously.

b. Appointment to the Transportation Advisory Committee

MOTION: Councilwoman Terri Fowler nominated Tyler Bowles. Mayor Pro Tem Cole seconded. The motion carried unanimously.

c. Appointment of Economic Development Commission Chairman

MOTION: Mayor Pro Tem Cole nominated Michael Lane. Councilwoman Fowler seconded. The motion carried unanimously.

d. Appointment to Stokes County Tourism Development Advisory Committee

When asked if she wanted to remain on the committee, Councilwoman Fowler responded, "I will."

MOTION: Mayor Pro Tem Cole nominated Terri Fowler. Councilman Bowles seconded. The motion carried unanimously.

e. Appointment to Stokes County Hospital Board

MOTION: Mayor Pro Tem Cole nominated Mayor McCraw. Councilwoman Fowler seconded. The motion carried unanimously.

f. Election of Mayor Pro Tempore

MOTION: Councilwoman Terri Fowler nominated Jane Cole. Councilman Lane seconded. The motion carried unanimously.

B. Appointment to Community Appearance Advisory Commission

The Community Appearance Commission meets bi-monthly on the 3rd Thursday at 2 pm (January, March, May, July, September, November) at City Hall in the Council Chamber. One seat remains vacant at this time. This seat would fill the remaining term for Pam Warren and would be up for reappointment in December 2027. One application, submitted by Tracey Spainhour, is under consideration.

Staff recommend appointing one new member, effective in December 2025, to fill the vacant term obligation until December 2027.

MOTION: Councilwoman Terri Fowler made a motion to appoint Tracey Spainhour to fill the vacant position with a term expiring December 2027. Mayor Pro Tem Cole seconded. The motion carried unanimously.

C. Appointment Considerations for the Senior Services Advisory Board

The King Senior Services Advisory Board meets quarterly on the 1st Tuesday at 3:00 p.m. (January, April, July, and October) at the King Senior Center located in the King Recreation Acres Community Building basement at 107 White Road. Appointments to this board are for 3-year terms.

The submitted applications are for one reappointment (Fran Newsom) and two new appointments, each for a 3-year term. Coming off the board are Carolyn Byerly and Susie Grabs.

Staff recommend reappointing one current board member and two new members, as the Council sees fit, for a 3-year term ending in December 2028.

MOTION: Councilwoman Terri Fowler made a motion to reappoint Fran Newsom and appoint new applicants LuEllen Rierson and Douglas McHenry to fill the vacant position, with all terms expiring December 2027. Mayor Pro Tem Cole seconded. The motion carried unanimously.

D. Appointment to Parks & Recreation Advisory Board

The King Parks & Recreation Advisory Board meets at the King Recreation Acres Community Building located at 107 White Road on the 2nd Thursday of each month at 6:00 p.m. Four seats have become available for reappointment in December 2025. Appointments to this board are for 2-year terms. Submitted for review were four reappointments (Lynn Barr, Chris Chunn, Steve Roberson, and Peggy Slate) and one new application has been submitted since 2024, but there has not been a vacancy on the board.

The last vacancy was filled in 2023. According to the Parks and Recreation Advisory Committee by-laws in Sec. 20-37 Creation; composition. There is hereby created a city parks and recreation advisory committee composed of seven members.

Staff recommends appointing the Parks and Rec Advisory Board members as you see fit to fill the next 2-year term until December 2027. According to the bylaws, members must reside within the city limits or the ETJ.

MOTION: Councilwoman Fowler nominated Steve Roberson, Chris Chunn, Peggy Slate, and Beverly Essick. Mayor Pro Tem Cole seconded. The motion carried unanimously.

E. Appointments to the Planning Board

The planning board recently lost one of its city regular alternate members back in June due to moving out of the area, and as a result, we now have only one city alternate member, Kyle Hall. There had been an open seat for several years that staff did not feel needed to be filled, as we have had adequate representation. Recently, one of our members went from an alternate City to an ETJ member, and staff member Todd Cox feels we need to fill that last city vacancy. Staff advertised/posted for planning board members, including both regular and alternate members for the board as recommended by the council, by posting to social media, our digital sign, the City of King Website, the bulletin board at City Hall, word of mouth, and the Stokes News. We filled the vacant position on the board, and now we only have the two City alternate positions available. We received five applications, which were forwarded to the council for selection. Intern City Planner Emerson Wright verified that all applicants lived within the city limits. We have two city alternate seats available to fill. We currently have our ETJ board positions filled.

Current regular members (city)

Jeff Walker, Chairman
David Hudson, Vice-Chairman
Peter Mosco

Current alternates (city)

Kyle Hall
Vacant
Vacant

Current regular member (ETJ)*

Jerry Messick *

Current alternate members (ETJ)*

Darrin Koone *

Joe Ramsey *

Von Robertson *

* **Appointed by the County**

Staff recommends seating two city alternate members to serve on the board until December 2028.

MOTION: Councilman Lane made a motion to seat Jody Wallace and Mindy Alexander for the alternate positions serving until December 2028. Mayor Pro Tem Cole seconded. The motion was carried unanimously.

F. Resolution 2025-12 Resolution of MOU for the Winston-Salem Area Transportation Planning Organization

Hunter Starszak from the Winston-Salem Area Transportation Planning Organization delivered a comprehensive presentation about the TPO's role and functions. He explained that the TPO is the federally mandated and funded organization for transportation planning in the Winston-Salem urbanized area, in effect since 1974.

Hunter detailed the TPO's key deliverables:

- Comprehensive Transportation Plan (20+ year "wish list")
- Metropolitan Transportation Plan (20-year fiscally constrained plan)
- Transportation Improvement Program (10-year construction/funding schedule)
- Unified Planning Work Program (annual work tasks)

He explained the organizational structure, with City of King's representatives being Scott Barrow and Ben Marion on the Technical Coordinating Committee and Councilman. Bowles on the Transportation Advisory Committee.

Hunter highlighted two funded projects in King:

- South Main Street sidewalk project
- Ingram Drive sidewalk project

Both projects were funded through the Regional Flexible Funding Program about a year ago and are progressing through preliminary engineering. He explained that this is a reimbursement program offering up to 80% federal funding.

Hunter also discussed opportunities, including:

- Special Studies program (up to 80% federal funding for feasibility studies)
- Traffic count program (free for member agencies)
- Potential study for a US 52 interchange at Trinity Church Road

During the discussion, Councilwoman Cole asked about getting protected turns at Kirby/Main and Main/Dalton intersections. Hunter explained the application process and suggested starting with a feasibility study through their special studies program.

MOTION: Councilwoman Fowler made a motion to approve Resolution 2025-12 for the Resolution of Memorandum of Understanding (MOU) for the Winston-Salem Area Transportation Planning Organization (WSATPO). Mayor Pro Tem Cole seconded the motion, which was carried unanimously.

****SEE DOCUMENT 2****

G. Recreation Acres Agreement Adjustment Recommendations

At the November 13th, 2025, Parks and Recreation Board meeting, topics regarding the King Recreation Acres Contract for both King Little League and Stokes United Soccer League were discussed. Discussions around these contracts included concession stand rental fees, miscellaneous fees, and contract durations. Both King Little League and Stokes United Soccer League had representatives present at this meeting and provided input on these fees for their respective organizations. Council approved in the FY25-26 budget to raise player fees starting January 1st, 2026, to \$12.00/ inside city limit player and \$15.00/ outside city limit player.

The Parks and Recreation board recommended the following changes to the King Recreation Acres Agreement for each league currently using this contract:

King Little League:

Contract duration: from the date of contract signing to December 31st of the year the agreement is signed.

Concession Stand Fee: \$1500.00 flat fee, and the league will pay for utilities, including gas and power, based upon usage.

Miscellaneous Fees: \$750.00 flat fee for ball field lime; the city pays the remaining amount above \$750.00.

Key changes for King Little League:

- Contract duration extended from November 1st to December 31st
- Concession stand fee remained at \$1,500 plus utilities
- New provision for splitting field line costs - organizations pay \$750 (half of the typical \$1,500-1,600 annual cost)

Stokes United Soccer League:

Contract duration: from the date of the contract signed to December 31st of the year the agreement is signed.

Concession Stand Fee: No fee, as Stokes United Soccer League owns the concession stand contents; Stokes United Soccer pays utilities based upon usage.

Miscellaneous Fees: No fee, as Stokes United Soccer pays for its own field paint.

Key points for Stokes United Soccer:

- Contract duration through December 31st
- No concession stand fee (minimal sales, city owns no contents)
- No field line costs (they maintain their own equipment)

The contracts included language changes regarding advertising rights, clarifying organizations' ability to place ads and post announcements on city information boards with the city manager's permission.

The only change to the FY 25-26 budget is an increase of \$750.00 for ball field lime. All fees remained the same.

Staff recommended approving the Parks and Recreation Boards' recommendations to amend the Recreation Acres Agreement for King Little League and Stokes United Soccer League.

City attorney Brad Friesen recommended replacing the final sentence of Section 8 of the contracts with the following statement for clarification:

“The organization has the exclusive right to place ads onto the property within the soccer complex, and with the permission of the City Manager, the organization may post announcements on the City’s information boards.”

MOTION: Councilwoman Fowler made a motion to approve the adjustments to the King Recreation Acres agreements for King Little League and Stokes United Soccer as presented and with the City Attorney’s added recommendation. Councilman Bowles seconded. The motion carried unanimously.

H. Proposed Traffic Change at Pulliam Street

City Engineer Ben Marion presented this agenda item, stating that with growing traffic around King, especially on South Main Street and Dalton Road, many residents are using Pulliam Street as a cut-through to bypass the stoplight at the downtown 4-way intersection of South Main and Dalton Road. Because of increased traffic on Pulliam Street, more cars are not following the posted speed limit of 25mph. Many residents in the area have had multiple complaints about speeders and accidents, which have been reported to the Police Department and the Public Works and Engineering departments. At the November 3rd, 2025, City Council Meeting, the Council requested that city staff investigate adding a 3-way stop intersection somewhere along Pulliam Street.

Public Works Superintendent and the City Engineer evaluated the area for a possible solution to the problem. After discussions with the Police Chief, the best course of action to reduce traffic speeds on Pulliam Street was to create two 3-way stop intersections. These new traffic patterns would be located at the intersection of Pulliam Street and Westview Drive. A 3-way stop traffic pattern located at the intersection of West Street and Pulliam Street is not warranted due to its close proximity to the sharp curve on Pulliam Street. The Public Works Department will install all appropriate signage to ensure all work done meets the City of King’s code of ordinances and NCDOT guidelines.

The cost of the signage and hardware that needs to be installed will be approximately \$425.00. These items will be funded through the Streets Department Budget, specifically the Powell Bill Supplies and Materials line item, and installed by the Streets Department Staff.

MOTION: Councilman Lane moved to approve the staff-recommended traffic pattern changes at Pulliam Street and Westview. Councilwoman Fowler seconded the motion. The motion carried unanimously.

I. Consideration for Approval to Enter into a Contract for the Purchase of a New Fire Engine

Fire Chief Roberson presented this agenda item to the Mayor and Council, stating that the fire department’s last fire engine was ordered in June 2023 and is scheduled for delivery in late 2026 or early 2027. The fire apparatus industry has been heavily affected by increased production times that began during the COVID-19 epidemic, with supply chain and workforce shortages. The current building time for fire engines is 34-36 months.

This request is the first of its kind for King, requesting a new fire engine before receiving the one currently on order. Unfortunately, the events mentioned above have had significant impacts on smaller agencies such as ours, which do not routinely order fire engines.

Our department has historically cycled fire engines every 5 years, thereby maintaining them for approximately 15-20 years. The current fire engine on order under pre-covid circumstances would have been delivered between July 2024 and September 2024 and is replacing our 2007 fire engine.

If approved, the proposed fire engine would have an anticipated delivery of November 2028.

The current quoted price is good through the end of December. After which, I anticipate an 8% to 15% price increase in 2027.

Current debt services for the fire department:

Truck 30:

- Annual payment of \$50,490.91 (includes principal and interest)
- Final payment FY30

2017 Fire Engine:

- Annual payment of \$58,007.6 (includes principal and interest)
- Final payment FY27

2027 Fire Engine (on order):

- Total cost \$998,276.10
- Anticipate financing for 10 years
- First payment possibly FY27 unless we defer payment 1-year, which would make the first payment FY28.

Proposed Fire Engine:

- Total cost \$1,196,674.19
- 16.58% increase since May 2023 (8.29% per year)
- First payment anticipated FY29 or FY30 if we defer payment 1-year.

Staff is requesting approval to grant the Fire Chief permission to sign a contract with First Choice Fire and Safety and Sutphen Corporation for the purchase of a new fire engine for \$1,196,674.19.

During extensive discussion:

Councilwoman Cole asked numerous detailed questions about the number of trucks (3 engines, 1 ladder), replacement plans, mileage (2007 has "well over 100,000 miles"), ISO rating (3), and why this wasn't brought up during budget time. The Chief explained that it has no immediate budget impact.

When asked about grants, the Chief acknowledged that they exist but are "very limited compared to other equipment," and that the department has been unsuccessful in past applications.

The discussion revealed:

- The 2007 truck would be sold when the ordered truck arrives
- Past trucks have been sold to volunteer departments (one for \$1 to South Stokes)
- The current used truck market is "doing very well."
- The department can house one more engine under the roof
- Older trucks (2010) are pre-EPA emissions and considered valuable to keep
- The 2007 is a demo truck carrying 250 gallons less water than other trucks

Councilman Bowles asked about cost savings with demo trucks, to which the Chief explained they require more customization and are extremely limited in availability, so action must be taken very quickly when they are available.

When pressed about perceived public opinion of ordering another truck before receiving the first, the Mayor expressed concern but acknowledged the 3-year lead time makes it "a pretty easy explanation."

MOTION: Councilwoman Fowler thanked Chief Roberson for being prepared to answer questions and made a motion to approve the Fire Chief to sign a contract with First Choice Fire and Safety and Sutphen Corporation for the purchase of a new fire engine for \$1,196,674.19. Councilman Lane and Councilman Bowles simultaneously seconded the motion. The motion carried unanimously.

J. Amendment to Chapter 32. – Zoning; Art. I. – General, Sec. 32-8. – Definitions; Art. Iv. – Uses By Zoning District, Sec. 32-198. – Commercial; Add New Section to Art. V. – Development Standards, Div. 1. – General, Sec. 32-262. - Hemp Establishments.

Council recently discussed adding standards to our zoning ordinance regarding the sale of hemp-type products. Attorney Brad Friesen explained this was placed on the agenda for informational purposes only and cannot be voted on without a public hearing. This was a follow-up from the last council meeting regarding zoning for stores that sell hemp-derived consumable products.

Attorney Brad Friesen noted that since the last meeting, the federal government had included provisions in legislation (starting on page 156) that changes the regulatory landscape. Within 365 days of the law's signing, these products may be federally regulated.

The draft ordinance:

- Defines hemp-derived consumer products
- Defines a hemp store as one "substantially engaged" in selling these products based on the percentage of sales
- Would locate these businesses in the B-2 zone
- Includes distance requirements from churches, schools, daycares, and residential areas
- Requires minimum distances between such stores (two options: 1,000 feet or 750 feet)

Discussion included questions about ABC license establishments and existing stores in the ETJ, which Friesen explained would become pre-existing nonconforming uses.

Staff recommend setting the public hearing for the Council's January 5, 2026, with the Planning Board reviewing the proposed text amendment at their December 22, 2025, regular meeting.

Council acknowledged receipt of the information. The matter will go to the Planning Board and return for a public hearing.

K. Request by Thyme Properties, LLC for City Water/Sewer

City Engineer Marion presented this agenda item to the Mayor and Council, stating that we have a development company out of Clemmons (Thyme Properties, LLC) that wants to buy a tract of land abutting Jefferson Woods S/D, which is for sale by Joshua & Katherine Hartgrove. The tract contains approximately 18 acres, and the developer would like to create a 42-lot subdivision. It would be accessed by Chancerwood Drive (in Jefferson Woods) and Tuttle Road. The tract abuts the city sewer via the Spainhour Road outfall line and would be required to hook up to the city sewer. The developer is requesting permission to connect to the city sewer and water without submitting a voluntary annexation petition. This would allow them to develop the tract in Forsyth County, which would allow a higher density of lots than the city's current development requirements, which would only allow approximately 30 lots. This lower number makes the project unfeasible due to the developmental cost. The developer understands that the future owners would pay the outside rates for water and sewer.

Sec. 29-232. General policies regarding extensions.

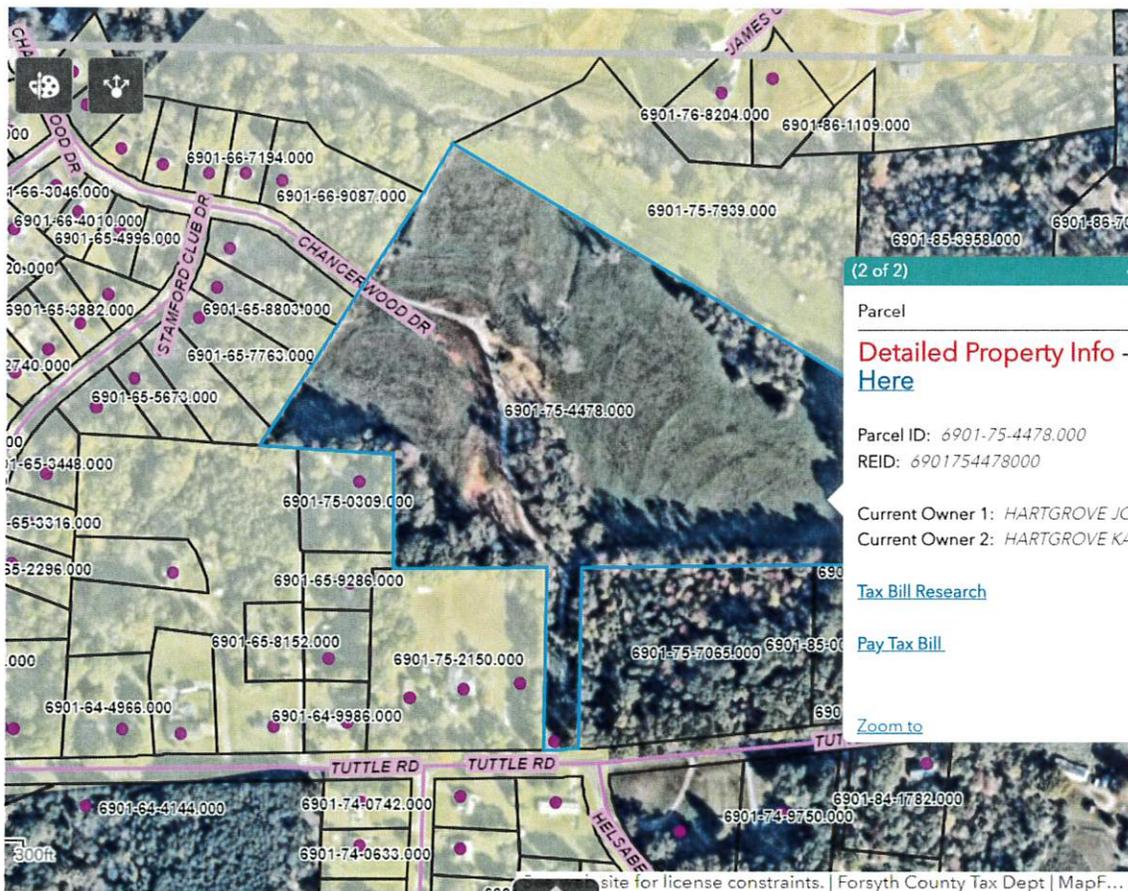
(b) It shall be the general policy of the city to permit extensions of water and sewer service to areas outside the city's corporate limits, but within the city's adopted area of consideration for annexation, only when such areas or developments simultaneously with the request for water and/or sewer service agree to petition the city for annexation, where practical, prior to the extension of such service. The board shall have the authority to waive this requirement when annexation would be impractical, legally impossible, or would not be in the best interest of the city.

Staff have reviewed the developer's request and understand their intent to remain in Forsyth County. Still, upon reviewing the city's extension policy, we do not find any extenuating circumstances that would make this a non-annexation case. This tract abuts the city limits and should be a continuation of Jefferson Woods S/D, which is in the city and receives all city services, if developed.

Water/sewer info if developed – inside/outside tap fees = \$5,200/home
Water rates – inside - \$29.86; outside - \$41.80 (bi-monthly)
Sewer rates – inside - \$109.25; outside - \$152.95 (bi-monthly)

City taxes - .47/\$100 in valuation = \$1,410/home/year based on a \$300,000 home value.
Based on a 30 lot S/D, that would be \$42,300 in city taxes and \$26,345 in water/sewer fees.

Staff recommends that the council deny the developer's request to access our water and sewer without voluntarily annexing the property and developing in Forsyth County. Council would accept a request for water and sewer, along with a signed request for voluntary annexation of the tract.



Developer Robert Weidl stated his opinion that annexation would likely result in a net loss for the city after accounting for street maintenance, leaf pickup, snow removal, and other services. He suggested residents would likely commute toward Winston-Salem rather than adding to King's traffic.

Council members expressed concern about having "half of the neighborhood that doesn't get services" if not annexed, noting residents would question why adjacent properties get leaf pickup and snow removal while they don't.

When pressed about making the numbers work with fewer lots, Developer Robert Weidl indicated he needed close to 40 lots for financial viability. He expressed nervousness based on conversations with City Planner Todd Cox, suggesting he'd only get approval for "thirties" lots.

By consensus (not a formal vote), the Council indicated they would deny the request for water/sewer without voluntary annexation but would consider a request with voluntary annexation. It was said that the developers should continue to work with city staff to help navigate the direction they would like to proceed. Weidl indicated he would work with staff on a potential application.

8. DEPARTMENTAL REPORTS

The Council acknowledged receipt of all departmental reports.

MOTION: *Motion to acknowledge receipt of the departmental reports: Moved by Councilwoman Fowler, Mayor Pro Tem Cole seconded. The motion carried unanimously.*

ITEMS OF GENERAL CONCERN

Mayor McCraw congratulated Cole and Lane on their reelection. He praised the Veterans Day celebration attendance despite cold weather, thanked the Senior Center for their Fall Bazaar bake sale, and noted many compliments on leaf pickup with two trucks running. He mentioned Christmas in the Barn was "a big hit" and shared an amusing anecdote about posting a snow machine photo that people thought was real snow.

The Mayor shared his honor in hosting Cub Scouts from King Moravian Church for a City Hall tour on November 20th, noting their "good questions" and calling them "really, really great children."

The Mayor praised the city's water quality, sharing that the YMCA's new aquatic person asked where they get pool water because "this is the best water I've ever worked with in a swimming pool." He used this to compliment the water department, acknowledging "Some people don't think so but we do" have great water.

Councilman Lane thanked citizens for reelecting him for four more years and congratulated Jane Cole. He expressed gratitude to the TPO representatives, noting "the thing that we hear most maybe secondary to sewer bill is traffic concerns." He looked forward to working with them on solutions and thanked staff for "being here these long hours."

Councilwoman Fowler thanked Susan and staff for the great audit report and noted the good Veterans Day turnout despite cold weather. She congratulated Michael and Jane, looking forward to serving together, and mentioned anticipation for the staff lunch and library open house.

Councilman Bowles congratulated Jane and Michael, then addressed the water and sewer concerns raised during public comment. He emphasized they are "very actively and very close to a long term solution" and corrected misinformation: "We have never had our own sewer treatment plant." He

explained bills are bi-monthly, not monthly, which may make them appear more expensive. He committed to better communication, offering his phone number for citizens with questions, saying "I want to serve our citizens well."

Mayor Pro Tem Cole began by acknowledging she asks many questions but won't apologize because "I appreciate the city staff working with me and answering my questions. I think that the answers help me make a better decision for the citizens of King."

She expressed gratitude for citizen trust, promising to represent them "with honesty, integrity, and transparency." She noted campaign feedback focused on traffic and water/sewer issues.

Mayor Pro Tem Cole made several requests:

1. For staff to look at "inclining block" billing (pay for what you use) - staff confirmed they're already working on it for the next budget
2. Information about grants for pickleball court lights - Ben Marion confirmed grants exist, and they're getting pricing.
3. Quarterly briefing/work sessions for Council
4. Bringing in a professional traffic engineer for an objective analysis of traffic congestion solutions
5. She referenced the city's strategic plan, calling for a study of roads and sidewalks to develop priorities.

Mayor Pro Tem Cole concluded by expressing honor in working with the Council, promising to "use courage over comfort and faith over fear" to represent citizens.

CLOSED SESSION

MOTION: *Councilwoman Fowler made a motion to enter closed session. Councilman Lane seconded the motion. The motion carried unanimously to enter into closed session for the following purposes:*

- *N.C.G.S.143-318.11. (a) (1) To prevent the disclosure of privileged information.*
- *N.C.G.S.143-318.11. (a) (5) To establish or instruct the staff or agent concerning the possible negotiation of the price or lease terms of a contract concerning the acquisition of real property.*
- *N.C.G.S.143-318.11. (a) (4), Closed Session regarding matters related to business location or expansion*
- *N.C.G.S.143-318.11. (a) (6), Closed Session for the purpose of discussing personnel matters.*

The meeting went into closed session at 8:47 PM and returned at 10:30 PM

Upon return from closed session:

Councilwoman Fowler made a motion to reinstate the Lead Meter Reader position. Councilman Bowles seconded. The motion carried unanimously.

Councilman Bowles made a motion to create a new position, the Community Relations Coordinator, at pay grade 12. Councilwoman Fowler seconded. The motion carried unanimously.

ADJOURNMENT

MOTION: *Councilwoman Fowler made a motion to adjourn at 10:31 PM. Councilman Bowles seconded the motion. The motion carried unanimously.*

***** Clerk's Note: See Document 1-2 for supporting documents. *****

{Seal}

Approved by:

Richard E. McCraw, Mayor

Attest:

Nicole Branshaw, City Clerk



Date: December 1, 2025

PUBLIC COMMENT SIGN-UP SHEET

All persons who wish to speak MUST sign up for the Public Comment period unless you wish to speak during a public hearing, in which case you must sign up for the Public Hearing. ALL SPEAKERS ARE LIMITED TO 3 MINUTES.

PLEASE PRINT ALL INFORMATION

NAME	ORGANIZATION (if Any)	ADDRESS	PHONE	SUBJECT	City Resident?
1. Gretchen Parker	Library	101 Pilot View Dr.	336-983-3868	Open House	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
2. Patricia King		125 Campbell Ridge Circle	336-414-2641	City of King Water & Sewer	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
3. ALEX STARK		804 Brookstone Way	336-751-8414	WATER BILLS	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
4. John Knight		516 B. B. Wood St	336-603-8824		<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
5.					<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
6.					<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
7.					<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
8.					<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
9.					<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
10.					<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
11.					<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
12.					<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
13.					<input type="checkbox"/> yes <input checked="" type="checkbox"/> no

BOARD: City Council
 DATE: December 1, 2025
 DOCUMENT #: 1 PAGES: 1

In many cases, the City Council will receive your comments but take no action at the meeting.

A staff member will contact you to follow up on your concerns.



BOARD: City Council
DATE: December 1, 2025
DOCUMENT #: 2 PAGES: 12

RESOLUTION 2025-12
RESOLUTION OF MEMORANDUM OF UNDERSTANDING (MOU) FOR THE WINSTON-SALEM AREA
TRANSPORTATION PLANNING ORGANIZATION (WSATPO)

The following resolution was offered by Councilwoman Fowler and seconded by Mayor Pro Tem Cole, and upon being put to a vote, was carried 4-0 on the 1st of December 2025.

WHEREAS, it is recognized that a proper transportation system to support movement within and through the Winston-Salem Area Transportation Planning Organization (WSATPO) urbanized area is a highly desirable element of a comprehensive plan for the orderly growth and development of the area, and;

WHEREAS, there are a number of governmental jurisdictions within the Winston-Salem Area Transportation Planning Organization (WSATPO) urbanized area which have been authorized with implementation and regulatory responsibilities for transportation by North Carolina General Statutes, and;

WHEREAS, it is desirable that coordinated, comprehensive, and cooperative transportation planning processes be maintained in the Winston-Salem Area Transportation Planning Organization's urbanized area to ensure that the transportation system is maintained on an efficient and economical basis commensurate with the public health, safety, and welfare, and;

WHEREAS, a Memorandum of Understanding between the City of King and the North Carolina Department of Transportation has been entered into that sets forth the responsibilities and working arrangements for maintaining a continuing, comprehensive, and cooperative transportation planning process, and;

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

That the Memorandum of Understanding between the Town of Bermuda Run, Town of Bethania, Village of Clemmons, Town of Kernersville, City of King, Town of Lewisville, Town of Midway, Town of Rural Hall, Village of Tobaccoville, Town of Walkertown, Town of Wallburg, City of Winston-Salem, Davidson County, Davie County, Forsyth County, Winston-Salem Transit Authority (WSTA), and the North Carolina Department of Transportation be approved and that the Mayor and City Clerk are hereby directed to enter into and execute the Memorandum of Understanding.

Adopted by the City of King in regular session this 1st day of December 2025.

{SEAL}



Richard E. McCraw

Richard E. McCraw, Mayor

ATTEST:

Nicole Branshaw

Nicole Branshaw, City Clerk

**MPO MEMORANDUM OF UNDERSTANDING
FOR
CONTINUING, COOPERATIVE AND COMPREHENSIVE TRANSPORTATION
PLANNING**

Between

THE TOWN OF BERMUDA RUN, TOWN OF BETHANIA, VILLAGE OF CLEMMONS,
TOWN OF KERNERSVILLE, CITY OF KING, TOWN OF LEWISVILLE, TOWN OF
MIDWAY, TOWN OF RURAL HALL, VILLAGE OF TOBACCOVILLE, TOWN OF
WALKERTOWN, TOWN OF WALLBURG, CITY OF WINSTON-SALEM, DAVIDSON
COUNTY, DAVIE COUNTY, FORSYTH COUNTY, STOKES COUNTY, THE
WINSTON-SALEM TRANSIT AUTHORITY (WSTA), AND THE NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION (hereinafter collectively, "the parties"),
IN COOPERATION WITH THE UNITED STATES DEPARTMENT OF
TRANSPORTATION

WITNESSETH;

THAT WHEREAS, the parties desire to enter into a Memorandum of Understanding for Cooperative, Comprehensive, and Continuing Transportation Planning, regarding the Winston-Salem Area Transportation Planning Organization (MPO); and

WHEREAS, each MPO is required to develop a Metropolitan Transportation Plan in cooperation with NCDOT and in accordance with 23 U.S.C., Section 134, and a Comprehensive Transportation Plan as per Chapter 136, Article 3A, Section 136-66.2(a) of the General Statutes of North Carolina, and any subsequent applicable amendments to these statutes and any implementing regulations; and

WHEREAS, these transportation plans, once adopted by the MPO and NCDOT, shall be the basis for future transportation improvements within the MPO; and

WHEREAS, it is the desire of these parties that all prior MPO Memoranda of Understanding between the parties be superseded and replaced by this Memorandum of Understanding.

NOW THEREFORE, the following Memorandum of Understanding is made:

Section 1: Establishment of Winston-Salem Area Transportation Planning Organization

It is hereby agreed that the parties, in cooperation with the UNITED STATES DEPARTMENT OF TRANSPORTATION, will participate in a continuous planning process as related in the following paragraphs:

1. The area involved, the Winston-Salem Area Transportation Planning Organization Metropolitan Planning Area, will be the Winston-Salem Urbanized Area as defined by the United States Department of Commerce, Bureau of the Census, including that area beyond the existing urbanized area boundary that is expected to become urban within a twenty-year planning period. This area is hereinafter referred to as the Metropolitan Planning Area (MPA).
2. The MPA will be periodically reassessed and revised in the light of new developments and basic data projections.
3. Transportation planning will be a continuing, comprehensive, and cooperative process and all planning discussions will be reflective of and responsive to the programs of the NCDOT, and to the comprehensive plans for growth and development of the Davidson, Davie, Forsyth and Stokes Counties, and the municipalities of Bermuda Run, Bethania, Clemmons, Kernersville, King, Lewisville, Midway, Rural Hall, Tobaccoville, Walkertown, Wallburg, Winston-Salem, and any municipalities added to this document per Section 6 of this document, with attention being given to cooperative planning with adjacent MPOs (Greensboro and High Point), adjacent RPOs (Northwest Piedmont and Piedmont Triad), the Piedmont Authority for Regional Transportation (PART) and Winston-Salem Transit Authority (WSTA).
4. The continuing transportation planning process will be in accordance with the intent, procedures, and programs of Title VI of the Civil Rights Act of 1964, as amended.
5. Transportation policy decisions within the planning area are the responsibility of the MPO in cooperation with the Bermuda Run Town Council, Bethania Town Council, Clemmons Village Council, Kernersville Town Council, King City Council, Lewisville Town Council, Midway Town Council, Rural Hall Town Council, Tobaccoville Town Council, Walkertown Town Council, Wallburg Town Council, Winston-Salem City Council, Davidson County Board of Commissioners, Davie County Board of Commissioners, Forsyth County Board of Commissioners, Stokes County Board of Commissioners, Winston-Salem Transit Authority (WSTA) Board, and the NCDOT.
6. Transportation plans and programs and land use policies and programs, for the MPA, having regional impacts will be coordinated with MPOs and RPOs that share a boundary with the MPO, the Piedmont Authority for Regional Transportation (PART), and other municipalities and counties in the region.

Section 2: Establishment of a Transportation Advisory Committee

A Winston-Salem Area Transportation Planning Organization Transportation Advisory Committee, hereinafter referred to as the TAC, is hereby established with the responsibility for serving as a forum for cooperative transportation planning decision making for the MPO. The TAC is the policy board of the MPO. By definition, in 23 U.S.C. §134(b)(2), the TAC is the MPO.

1. The TAC shall consist of representatives appointed by member Boards of Local Government and a member of the North Carolina Board of Transportation (BOT). Each member Board of Local Government and the BOT may also, at its sole discretion, appoint an alternate member to serve in the member's absence. The TAC representative and the alternate member appointed by Boards of Local Government must be an elected official of the appointing Board of Local Government.
2. Every voting TAC member and alternate shall comply with the State Government Ethics Act as per Chapter 138A of the NC General Statutes and the Ethics provisions of Chapter 136-200.2 of the NC General Statutes.
3. The TAC members shall have the responsibility for keeping their respective Boards of Local Government informed of the status and requirements of the transportation planning process; assisting in the dissemination and clarification of the decisions, inclinations, and policies of the boards; and ensuring meaningful public participation in the transportation planning process.
4. The TAC, in cooperation with NCDOT, will be responsible for carrying out the provisions of 23 U.S.C. 134 and NC General Statutes, Chapter 136, including, but not limited to:
 - a. Review and approval of the MPO Unified Planning Work Program, which defines work tasks and responsibilities for the various agencies participating in the transportation planning process;
 - b. Review and approval of changes to the Urbanized Area Boundary and the Metropolitan Planning Area Boundary;
 - c. Review and approval of the MPO's Transportation Improvement Program (TIP) for multi-modal capital and operating expenditures and to ensure coordination between local and State capital and operating improvement programs;

- d. Endorsement, review and approval of changes to the MPO's adopted Metropolitan Transportation Plan and Comprehensive Transportation Plan. As required by the North Carolina General Statutes Section 136-66.2(d), revisions to the Comprehensive Transportation Plan must be adopted by both the MPO and the NCDOT;
 - e. Review and approval of the Public Participation Plan to ensure the public is given ample opportunity to participate in the transportation planning process.
 - f. Development and approval of the Congestion Management Process, the regionally-accepted approach for identifying and implementing strategies to manage congestion that meet State and local needs.
 - g. Endorsement, review and approval of changes to the Federal-Aid Functional Classification System and the Winston-Salem adjusted urbanized area;
 - h. Establishment of goals and objectives for the transportation planning process;
 - i. Provide local input to North Carolina's transportation project prioritization process; and
 - j. Adoption of Bylaws for the purpose of establishing operating policies and procedures.
 - k. Any other NCDOT, State, and/or Federal required plans and/or documentation, including amendments or modifications to these documents
5. TAC Members will vote on matters pursuant to the authority granted by their respective governmental body. The voting membership of the TAC shall include: three (3) elected officials from the City of Winston-Salem, one of whom shall be the Mayor, two (2) elected officials from Forsyth County Board of Commissioners, one (1) elected official from the Davidson County Board of Commissioners, one (1) elected official from the Davie County Board of Commissioners, one (1) elected official from the Stokes County Board of Commissioners, one (1) member of the North Carolina Board of Transportation (NCBOT), one (1) member of the Board of Directors for the Winston-Salem Transit Authority (WSTA), and one (1) elected official from each of the following municipalities: Town of Bermuda Run, Town of Bethania, Village of Clemmons, Town of Kernersville, City of King, Town of Lewisville, Town of Midway, Town of Rural Hall, Village of Tobaccoville, Town of Walkertown, Town of Wallburg, and any municipalities joining the MPO by becoming party to this agreement. Voting members shall each have one vote, except in cases where weighted voting has been called. A majority vote of the quorum present shall be sufficient for approval of matters coming before the TAC

with the exception that any voting member may invoke weighted voting provisions on any matter. When a weighted vote is taken, a majority of the total weighted votes present at the meeting will be required for a motion to pass. A weighted vote may not be split by the representative casting the vote. A weighted voting schedule shall be adopted as part of the TAC by-laws. Weighted votes shall be apportioned based on population as the most recent decennial census with a minimum of one (1) vote per voting member.

Governmental Body	Voting Status	Number of Votes (unweighted)	Weighted votes (remove if not applicable)
City of Winston-Salem	Yes	3	45
Town of Bethania	Yes	1	1
Town of Bermuda Run	Yes	1	1
Village of Clemmons	Yes	1	5
Town of Kernersville	Yes	1	6
City of King	Yes	1	2
Town of Lewisville	Yes	1	3
Town of Midway	Yes	1	1
Town of Rural Hall	Yes	1	1
Village of Tobaccoville	Yes	1	1
Town of Walkertown	Yes	1	1
Town of Wallburg	Yes	1	1
Davidson County	Yes	1	6
Davie County	Yes	1	3
Forsyth County	Yes	2	12
Stokes County	Yes	1	4
Winston-Salem Transit Authority Board	Yes	1	2
NCDOT Board of Transportation	Yes	1	5
Total number of voting members		21	100

Representatives from each of the following bodies will serve as non-voting members of the TAC:

Organization	Voting Status
Federal Highway Administration (FHWA) North Carolina Div.	No
Chairman of City-County Planning Board (CCPB)	No
Chairman of the Forsyth County Airport Commission	No
Assistant Director of Transportation / TPO Administrator (TAC Secretary)	No

6. On the basis of majority vote, the TAC may appoint a member of the Committee to act as Chairperson with the responsibility for coordination of the Committee's activities. A staff member of the City of Winston-Salem/Winston-Salem Area Transportation Planning Organization will serve as Secretary to the Committee. A member of any local elected board may serve as an alternate to the designated TAC member for each member. The MPO staff shall be notified of changes in TAC members and TAC alternate members each year and/or as changes are made. As established in its Bylaws, the TAC may create subcommittees to assist it in carrying out its responsibilities. TAC will meet with the necessary regularity to ensure adequate performance of duties as described herein.

Section 3: Establishment of a Technical Coordinating Committee

A Technical Coordinating Committee (TCC) shall be established with the responsibility of general review, guidance, and coordination of the transportation planning process for the planning area and with the responsibility for making recommendations to the respective local and State governmental agencies and the TAC regarding any necessary actions relating to the continuing transportation planning process.

1. The TCC shall be responsible for development, review and recommendation for approval by the TAC of the Unified Planning Work Program, Transportation Improvement Program, Metropolitan Planning Area Boundary, Metropolitan Transportation Plan, Comprehensive Transportation Plan, Public Participation Plan, and any other NCDOT, State, and/or Federal required plans and/or documentation, including amendments or modifications to these documents.

2. Membership of the TCC shall include technical representatives from all local and State governmental agencies directly related to and concerned with the transportation planning process for the planning area. The TCC shall be comprised of the following members (or their designee):

TCC Member Organization	Voting Status	No. of Votes
City of Winston-Salem Department of Transportation (WSDOT)	Yes	1
City of Winston-Salem	Yes	1
Winston-Salem/Forsyth County City-County Planning Board	Yes	2
Winston-Salem Area TPO Administrator	Yes	1
Forsyth County Office of Environmental Assistance and Protection	Yes	1
NCDOT Transportation Planning Division	Yes	1
NCDOT Division Nine	Yes	1
Town of Bermuda Run	Yes	1
Town of Bethania	Yes	1
Village of Clemmons	Yes	1
Town of Kernersville	Yes	1
City of King	Yes	1
Town of Lewisville	Yes	1
Town of Midway	Yes	1
Town of Rural Hall	Yes	1
Village of Tobaccoville	Yes	1
Town of Walkertown	Yes	1
Town of Wallburg	Yes	1
Davidson County	Yes	1
Davie County	Yes	1
Forsyth County	Yes	1
Stokes County	Yes	1
Piedmont Authority for Regional Transportation (PART)	Yes	1
Winston-Salem Transit Authority (WSTA)	Yes	1
Northwest Piedmont Rural Planning Organization	Yes	1
Smith Reynolds Airport	Yes	1
Municipalities joining the MPO by becoming party to Memorandum of Understanding (MOU)	Yes	1
Total number of voting members		27

Representatives from each of the following bodies will serve as non-voting members of the Technical Coordinating Committee:

TCC Non-Voting Member Organization	Voting Status
Integrated Mobility Division, NCDOT	No
North Carolina Division, Federal Highway Administration (FHWA)	No
High Point Metropolitan Planning Organization	No

In addition to the voting and non-voting membership listed above, the TCC shall invite officials responsible for other types of planning activities that are affected by transportation in the area (including State and local planned growth, economic development, environmental protection, and freight movement) to coordinate their planning process, to the maximum extent practicable, with MPO planning activities. Such organizations may include, but are not limited to:

- Federal Transit Administration
- Federal Railroad Administration
- NCDOT Rail Division
- North Carolina Trucking Association

3. The TCC shall meet when it is deemed appropriate and advisable, but will meet with the necessary regularity to ensure adequate performance of duties as described herein. On the basis of majority vote of its membership, the TCC may appoint a member of the Committee to act as Chairperson with the responsibility of coordination of the Committee's activities. On the basis of majority vote of its membership, the TCC may also appoint a Vice-Chair to lead meetings in the absence of the Chair. Membership to the TCC may be altered on the basis of a majority vote of its membership, provided all agencies with TAC membership are represented. TCC membership changes must be approved by TAC.

Section 4: MPO Meetings

The TAC and TCC, as well as any established subcommittees, are responsible for carrying out the provisions of North Carolina General Statute Chapter 143, Article 33C regarding open meetings, and Chapter 132 regarding public records. In addition:

1. A quorum is required for transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting public business. A quorum consists of 51% of the members of the TAC or TCC, plus as many additional members as may be required to ensure that 51% of possible votes are present. Vacant seats will not count against the quorum.

2. Members or alternates should be identified by name on the meeting attendance log.
3. Per NCGS 143-318.13, regarding TCC and/or TAC meetings that are held by use of conference telephone or other electronic means, the LPA shall provide a location and means whereby members of the public may listen to the meeting.
4. Electronic meetings and voting are allowed as long as proper public notice is given and meeting materials are available to the public upon request. Minutes of meetings at which remote participation occurs should reflect which members are physically present and which are not. They should also reflect when members are excused from voting or are excused to leave or rejoin the meeting, just as they would for members who are physically present.
5. Any member who does not attend two consecutive TAC/TCC meetings will not be included as part of the membership needed to obtain a quorum after the second meeting. Membership, however, is immediately reinstated by the presence of the most recently appointed member (or his alternate) at any future meeting.

Section 5: Lead Planning Agency Responsibility

The City of Winston-Salem Department of Transportation shall serve as the Lead Planning Agency and will provide the staff of the MPO, including a Secretary to the TAC and the TCC. As such, City of Winston-Salem Department of Transportation staff will maintain the official records of the MPO and all state and federal reporting and budgetary requirements in cooperation with the NCDOT staff. The City of Winston-Salem Department of Transportation will further assist in the transportation planning process by providing planning assistance, data and inventories in accordance with the Unified Planning Work Program. Additionally, the City of Winston-Salem Department of Transportation shall coordinate zoning and subdivision approvals within its jurisdiction in accordance with the adopted Comprehensive Transportation Plan.

The City of Winston-Salem Department of Transportation will be responsible for initially expending locally derived funds and seeking reimbursement from NCDOT in accordance with the respective funding source.

The City of Winston-Salem Department of Transportation will be responsible for the following functions:

1. Providing a secretary for the TAC and the TCC

2. Arranging meetings and agenda
3. Maintaining minutes and records
4. Preparing a Prospectus and Unified Planning Work Program
5. Serving as custodian of all MPO plans and documents
6. Collecting from local governments minutes and resolutions that document transportation plan revisions, and submitting these for mutual adoption by the NCDOT
7. Monitoring the transportation planning process to ensure its execution is in accordance with the MPO goals and objectives
8. Performing other coordinating functions as assigned by the TAC as needed
9. Lead responsibility for structuring public involvement in the transportation planning process
10. Preparation of the PL Expenditure Report and other grant/fund management.

The NCDOT will assist in the transportation planning process by providing planning assistance, data and inventories in accordance with the Unified Planning Work Program. The Transportation Planning Division will designate a Winston-Salem Area Transportation Planning Organization Coordinator to serve as Staff liaison and participant in the Winston-Salem Area Transportation Planning Organization planning process.

Section 6: Cost Sharing

Activities of the MPO, as set forth in the annually adopted Unified Planning Work Program, are funded with Federal Planning funds distributed through the North Carolina Department of Transportation. These funds require a twenty percent (20%) local match. Local government members that are parties to the Memorandum of Understanding agree that the local match for Metropolitan Planning (PL) will be shared among the City of Winston-Salem, and the counties of Davidson, Davie, Forsyth, and Stokes in direct proportion to their share of the total population contained in the approved Metropolitan Planning Area, consistent with the Local Match Invoice Process Adopted by the Transportation Advisory Committee (TAC) on March 29, 2007. Population figures for determination of local match contribution shall be determined based on the most recent Federal Decennial Census. This funding share shall be invoiced on a regular basis by the City of Winston-Salem Department of Transportation, acting as Lead Planning Agency, and as recipient of the Federal Planning funds distributed by the North Carolina Department of Transportation. Annual local match funds are non-refundable.

As of the 2020 Census, the percentages are as follows:

Local Government	Percent of Population
City of Winston-Salem	55%
Davidson County	7%
Davie County	4%
Forsyth County	29%
Stokes County	5%

Section 7: Withdrawal from Winston-Salem Area Transportation Planning Organization

Parties to this Memorandum of Understanding may terminate their participation in the continuing transportation planning process by giving 180 days written notice to the other parties prior to the date of termination. If the party is included in the original 2020 Census Urban Area (UA) for the MPO, then the entity's geography will still remain within the MPO and the MPO shall make transportation decisions for the area. However, if the party is outside of the 2020 Census UA for the MPO, and have been invited and accepted to join the MPO, then they have the option to terminate the agreement and join the RPO or have the County represent them. Any changes to membership will require an updated MOU.

Section 8:

In witness whereof, the parties of this Memorandum of Understanding have been authorized by appropriate and proper resolutions to sign the same, City of Winston-Salem by its Mayor, Town of Bermuda Run by its Mayor, Town of Bethania by its Mayor, Village of Clemmons by its Mayor, Town of Kernersville by its Mayor, City of King by its Mayor, Town of Lewisville by its Mayor, Town of Midway by its Mayor, Town of Rural Hall by its Mayor, Village of Tobaccoville by its Mayor, Town of Walkertown by its Mayor, Town of Wallburg by its Mayor, Davidson County by its Chairman of the Board of Commissioners, Davie County by its Chairman of the Board of Commissioners, Forsyth County by its Chairman of the Board of Commissioners, Stokes County by its Chairman of the Board of Commissioners, the Winston-Salem Transit Authority (WSTA) by its Board of Directors, and the North Carolina Department of Transportation by the Secretary of Transportation. This Memorandum of Understanding becomes effective as of the last day signed. The following pages comprise the signature pages from each party to this Memorandum.