
AGENDA
TOWN COUNCIL OF THE TOWN OF TARBORO, NC
REGULAR MEETING HELD AT 7:00 PM, MONDAY, JANUARY 9, 2023
IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NC

1. MEETING CALLED TO ORDER BY THE MAYOR

PLEASE TURN CELL PHONES OFF

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA BY COUNCIL

5. REQUESTS AND PETITIONS OF CITIZENS

(Five minute time limit per person)

6. TOWN MANAGERS RECOMMENDATIONS

Consent Items

- (1) Approve minutes of the December 12, 2022 regular meeting.
- (2) 2022 Tax Levy Adjustment
- (3) Tax Collector's Report
- (4) Budget Transfers

Action Items

- (5) CMAQ Multi-Use Trail Budget Amendment
- (6) Mountains to Coast Bicycle Ride

7. OTHER REPORTS

A. Town Manager

- (1) Town Council Planning Retreat Discussion - Potential Date March 4th & 5th

B. Town Attorney

C. Council Members

8. ADJOURNMENT

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE
TOWN OF TARBORO, HELD AT 7:00 PM ON MONDAY, DECEMBER 12, 2022 IN
THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

MEMBERS PRESENT

Mayor Mayo
Councilman Woodard
Councilman Taylor
Councilman Burnette
Councilman Jenkins
Councilmember Jordan
Councilmember Bynum
Councilman Braxton

Councilman Brown - Phone

MEMBERS ABSENT

ALSO PRESENT

Troy Lewis, Town Manager
Kim Whitehead, Assistant Town Clerk
Chad Hinton, Town Attorney

1. MEETING CALLED TO ORDER BY THE MAYOR

2. INVOCATION

Councilman Taylor.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA BY COUNCIL

Agenda approved as presented.

Deborah Jordan made a motion, which was seconded by Alfred Braxton and Passed,
Motion.

5. REQUESTS AND PETITIONS OF CITIZENS

Liam Gilroy, 204 E Park Avenue - spoke in favor of the social district. He stated that a poll was taken asking people about socializing in Tarboro during the holidays, within 48 hours, he received over 200 yes'.

Gretchen Darnley, 206 W. Battle Avenue - spoke in favor of the social district. She also requested Council consider push button stoplights for pedestrian safety and additional sidewalks at Cedar and Creek Street.

Steve Redhage, 900 Saint Andrew Street - spoke in favor of the social district to help bring life back to the downtown area and encourage people to invest in the area.

Eleanor Gilroy, 204 E Park Avenue - spoke in favor of the social district. She stated that many other areas had already approved a social district plan and that little to no crime was reported.

Candice Winham, Church Street Tap & Deli, 3602 Old Dan Drive, Wilson, NC - spoke in favor of the social district. She stated that the City of Wilson had recently approved a social district plan and it was working well.

Brice Knight, 1112 Edmondson Avenue - spoke in favor of the social district. He also wanted to incorporate some of the same ideas for the East Tarboro area. Mr. Knight also requested information on the proposed Recreation Park by the M. A. Ray Center.

Phillip Lampron, 3005 Lansdowne Drive - spoke in favor of the social district. He stated that it would increase foot traffic in the downtown area to help the downtown businesses.

6. MATTERS SCHEDULED FOR PUBLIC HEARING

Zoning Map Amendment #22-03 – A public hearing will be held to consider an application from Charles Ainsley to rezone 6.41 acres located on the north side of Daniel Street between Samuel Lane and Panola Street from (HI) to (GR-5).

The Mayor declared the public hearing open. Catherine Grimm, Planning Director, provided background information. No one spoke in favor of or against the Zoning Map Amendment. The Mayor declared the public hearing closed. Council adopted the resolution approving the Zoning Map Amendment and adopted Ordinance 22-15.

Ordinance 22-15

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE UNIFIED DEVELOPMENT ORDINANCE (ZONING ORDINANCE) OF THE TOWN OF TARBORO AND ITS ENVIRONS TO AMEND THE ZONING CLASSIFICATION OF 6.41 ACRES LOCATED ON THE NORTH SIDE OF DANIEL STREET BETWEEN SAMUEL LANE AND PANOLA STREET FROM HI (HEAVY INDUSTRIAL) TO GR-5 (GENERAL RESIDENTIAL-5).

Steve Burnette made a motion, which was seconded by Alfred Braxton and Passed, Motion.

7. TOWN MANAGERS RECOMMENDATIONS

Consent Items

Consent Items approved as presented.

Leo Taylor made a motion, which was seconded by Othar Woodard and Passed, Motion.

(1) Approve minutes of the November 14, 2022 regular meeting.

(2) Tax Collector's Report

Action Items

(3) Freedom Org Community Garden Project

Council entered into a lease agreement with Freedom Org for use of identified, vacant Town-owned lots.
Othar Woodard made a motion, which was seconded by Deborah Jordan and Passed, Motion.

(4) Rural Opportunity Institute - Internship Program

Council entered into a Memorandum of Understanding with Rural Opportunity Institute and authorized the Town Manager to execute the same.
Clarence Brown made a motion, which was seconded by Othar Woodard and Passed, Motion.

(5) Tarboro River Bandits Lease Agreement & Budget Amendment

Council authorized the Town Manager to execute the three (3) year Lease and Concession Agreement and adopted the budget resolution authorizing funds for capital improvement projects at Municipal Stadium.
John Jenkins made a motion, which was seconded by Deborah Jordan and Passed, Motion.

(6) Tarboro Downtown Social District

Council adopted the ordinance to allow for a Social District in Downtown Tarboro and approved the Downtown Tarboro Social District Management and Maintenance Plan.

ORDINANCE 22-16

**AN ORDINANCE TO AMEND PART II, CHAPTER 11, ARTICLE II AND
CREATE ARTICLE III OF THE CODE OF ORDINANCES, TOWN OF
TARBORO TO CREATE THE DOWNTOWN TARBORO SOCIAL
DISTRICT**

John Jenkins made a motion, which was seconded by Deborah Jordan and Passed, Motion. Ayes: Burnette, Bynum, Jenkins, Jordan, Taylor, Woodard; Nays: Braxton, Brown

(7) Amend Contract - Auditing Services

Council approved the amended audit contract with Joyce and Company, CPA.
Deborah Jordan made a motion, which was seconded by John Jenkins and Passed, Motion.

(8) Approve Contracts - Sanitation Trucks

Councilman Braxton made a motion, which was seconded by Councilman Woodard, and passed unanimously, that Council award the purchase contract to Amick Equipment Company, Inc and authorized appropriate staff to execute the necessary contracts and/or procurement documents.

Councilman Braxton made a motion, which was seconded by Councilmember Jordan, and passed unanimously, that Council approve the resolution for financing and authorized staff to execute the necessary documents to complete the transaction.
Council also approved the budget amendment.

(9) Appointment for December - Citizens Advisory Recreation Committee

Council appointed Ryan Jones to fill the vacant two (2) year term for the Citizen Advisory Recreation Committee.

John Jenkins made a motion, which was seconded by Deborah Jordan and Passed, Motion.

(10) Appointment for December - Edgecombe County Memorial Library Board of Trustees

Council appointed Anthony Edwards to fill the expired term on the Edgecombe County Memorial Library Board of Trustees.

Leo Taylor made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

8. OTHER REPORTS

A. Town Manager

None.

B. Town Attorney

None.

C. Council Members

Councilman Woodard - wished everyone a wonderful and safe holiday.

Councilman Taylor - followed-up on the citizen comment about cross-walks. He also congratulated Tarboro High School on a great season.

Councilman Burnette - none.

Councilman Brown - wished everyone a Merry Christmas. He also recognized the Public Works Department for work on a water leak on Howard Avenue over the Thanksgiving holiday. He expressed concerns about the amount of overtime paid because of the holiday time, he requested Council review at the Council Retreat.

Councilman Jenkins - none.

Councilmember Jordan - see below

Councilmember Bynum - none.

Councilman Braxton - none.

(1) Councilwoman Deborah Jordan will discuss recognition of the Juneteenth Holiday

Councilmember Jordan discussed the recognition of the Juneteenth Holiday. Council approved the observance of Juneteenth.

Deborah Jordan made a motion, which was seconded by Alfred Braxton and Passed, Motion.

9. ADJOURNMENT

Meeting adjourned.

Othar Woodard made a motion, which was seconded by Deborah Jordan and Passed, Motion.



Town of Tarboro, North Carolina Mayor and Council Communication

Subject: 2022 Tax Levy Adjustment

Date: 1/9/2023

Memo Number: 23-01

The Schedule of 2022 Tax Levy Adjusted as of January 9, 2023, attached hereto, lists the valuation and tax amount of fifty (50) afterlists and one (1) release. The release has been approved by Edgecombe County Tax Assessor's Office.

It is recommended that Council:

1. Order the Tax Collector be charged with afterlists 38 through 88 in the amount of \$1,366.91,
2. Enter into the minutes 2022 Tax Levy release number 11 in the amount of \$26.95, and
3. Approve the Schedule of the 2022 Tax Levy Adjusted as of January 9, 2023, in the amount of \$3,580,837.70.

ATTACHMENTS:

Description	Upload Date	Type
2022 Tax Levy Adjustment	1/4/2023	Cover Memo

TOWN OF TARBORO, NORTH CAROLINA
SCHEDULE OF 2022 TAX LEVY
January 9, 2023

VALUATIONS

	Real	Personal	Public Service Companies	Total
Billing November 14, 2022	601,801,648	227,449,840	42,451,847	871,703,335
After list: 38 - 88	0	293,511	0	293,511
Less Releases: 11	0	(6,572)	0	(6,572)
	<u>601,801,648</u>	<u>227,736,779</u>	<u>42,451,847</u>	<u>871,990,274</u>
Balance as of January 9, 2023	<u>601,801,648</u>	<u>227,736,779</u>	<u>42,451,847</u>	<u>871,990,274</u>

TAX CALCULATIONS

	Real, Personal, & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Total
Billing November 14, 2022	3,573,984.56	5,513.18	0.00	3,579,497.74
After list: 38 - 88	1,203.42	163.49	0.00	1,366.91
Less Releases: 11	(26.95)	0.00	0.00	(26.95)
	<u>3,575,161.03</u>	<u>5,676.67</u>	<u>0.00</u>	<u>3,580,837.70</u>
Balance as of January 9, 2023	<u>3,575,161.03</u>	<u>5,676.67</u>	<u>0.00</u>	<u>3,580,837.70</u>

ITEMIZED RELEASES

Rel. No.	Name/Description	Acct. No.	Real, Personal & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Total
11	Austin McIntyre listed in Macclesfield	PP210388	26.95	0.00	0.00	26.95
Total Releases			<u>26.95</u>	<u>0.00</u>	<u>0.00</u>	<u>26.95</u>

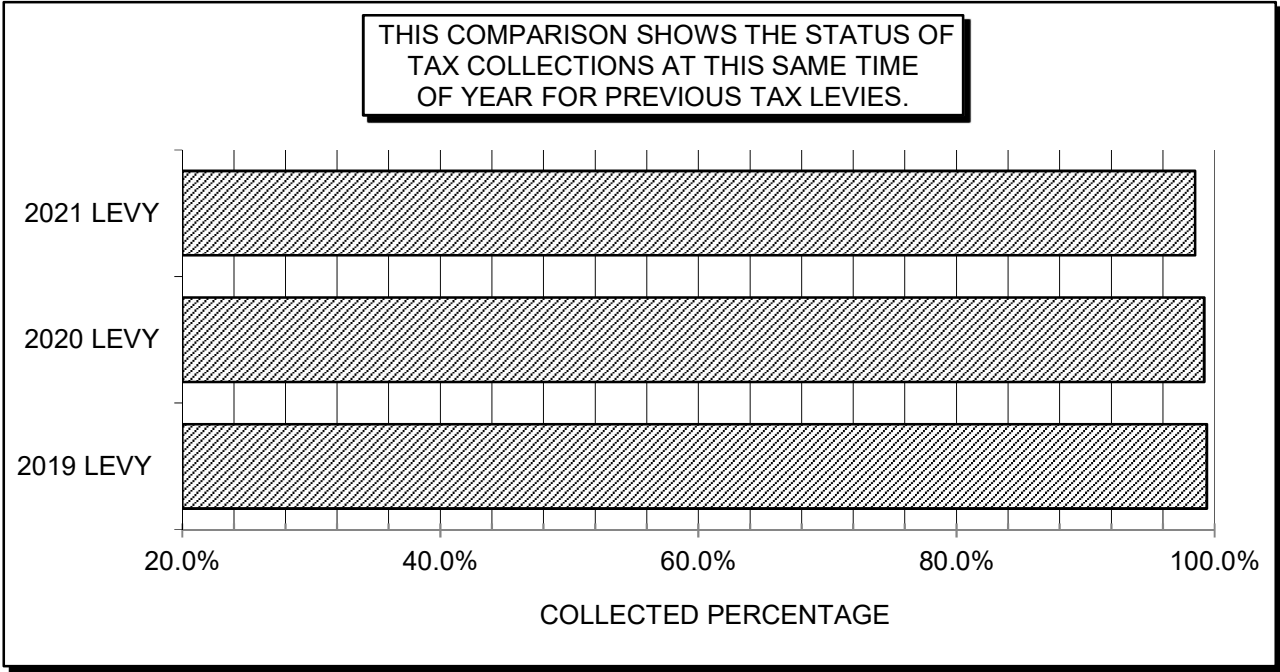
TOWN OF TARBORO, NORTH CAROLINA

TAX COLLECTOR'S REPORT

For the Year Ended December 31, 2022

Levy Year	Current Fiscal Year Charges	COLLECTIONS		Uncollected Balance	Collected Percentage
		This Month	Fiscal Year-To-Date		
2022	3,392,157.84	1,263,652.01	2,357,227.28	1,034,930.56	69.49%
2021	3,331,503.65	7,643.14	3,199,148.61	132,355.04	98.30%
2020	93,955.89	298.62	50,232.01	43,723.88	98.68%
2019	107,185.89	19.00	80,805.96	26,379.93	99.19%
2018	53,197.48	15.67	37,553.62	15,643.86	99.52%
2017	23,861.41	0.00	11,240.33	12,621.08	99.61%
2016	19,318.84	0.00	6,708.05	12,610.79	99.62%
2015	15,540.44	0.00	5,347.69	10,192.75	99.70%
2014	12,033.85	0.00	4,032.28	8,001.57	99.76%
2013	9,279.68	0.00	1,881.03	7,398.65	99.79%
2012	7,909.33	0.00	1,380.67	6,528.66	99.82%
Prior	15,881.61	232.09	1,841.35	14,040.26	-
Subtotal	7,081,825.91	1,271,860.53	5,757,398.88	1,324,427.03	
		1,191.87	8,460.30	<== Interest on Taxes	
Net Tax Collections ==>		1,273,052.40	5,765,859.18		
		0.00	420.00	<== Beer & Wine Licenses	
TOTAL COLLECTED ==>		1,273,052.40	5,766,279.18		

prepared by: Leslie M. Lunsford, Collector of Revenue



To: Troy Lewis, Town Manager

From: Anne Mann, Finance Director

Date: January 4, 2023

Re: Reallocation of Departmental Appropriations



In accordance with Section 8 of the FY 2022-2023 Budget Ordinance of the Town of Tarboro, in your capacity as the Budget Officer, you have approved certain reallocations of departmental appropriations. Such transfers are required to be reported to Town Council within sixty (60) days.

These reallocations are summarized on the following pages for presentation to Town Council.

Account Id	Description	Previous Budget	Budget Transfer	Modified Budget
10-4250-3300	PW / Garage / Dept Supplies	23,000.00	-7,500.00	15,500.00
10-4250-7400	PW / Garage / Capital Outlay - Equipment	10,000.00	7,500.00	17,500.00
32-7500-1100	Sanitation / Salaries	390,000.00	-16,000.00	374,000.00
32-7500-4500	Sanitation / Contracted Services	19,750.00	16,000.00	35,750.00
		442,750.00	0.00	442,750.00



Town of Tarboro, North Carolina Mayor and Council Communication

Subject: CMAQ Multi-Use Trail Budget Amendment

Date: 1/9/2023

Memo Number: 23-02

The Town of Tarboro has been awarded a Congestion Mitigation and Air Quality Grant (CMAQ) in the amount of \$616,782 from the North Carolina Department of Transportation to install a ten (10) foot wide multi-use trail along Western Boulevard from Howard Avenue to Wilson Street.

The project will provide safe access for pedestrians and bicycles along a major thoroughfare through Town. The grant requires a 20% match of the project cost or \$154,196. Powell Bill Funds can be utilized for the match.

It is recommended that Council approve the attached Budget Amendment.

ATTACHMENTS:

Description	Upload Date	Type
CMAQ Budget Amendment	1/4/2023	Cover Memo

BUDGET RESOLUTION

TOWN COUNCIL OF THE TOWN OF TARBORO

January 9, 2023

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the General Fund Grant Project Budget be adjusted as follows:

<u>Account Number</u>	<u>Account Name</u>	<u>Current Budget</u>		<u>Amount of Change</u>		<u>Revised Budget</u>
REVENUES - GENERAL FUND GRANT PROJECT FUND						
82-3760-0200	NCDOT - CMAQ Funding	420,000	+	754,050	=	1,174,050
82-3760-0100	Contribution from Powell Bill	105,000	+	0	=	105,000
EXPENDITURES - GENERAL FUND GRANT PROJECT FUND						
82-8510-7300	Capital Outlay - Construction	525,000	+	754,050	=	1,279,050

BE IT FURTHER RESOLVED that the Budget Officer is hereby authorized and directed to implement said budget as amended.



Town of Tarboro, North Carolina Mayor and Council Communication

Subject: Mountains to Coast Bicycle Ride

Date: 1/9/2023

Memo Number: 23-03

Dave Sharpe, Director of the Tarboro-Edgecombe Chamber of Commerce will be present to inform council about a proposal from The North Carolina Amateur Sports (NCAS) to utilize Tarboro as a host city for their "Mountains to Coast" bicycle ride in 2023. The event is in its 24th year and includes over 1,100 riders and support staff that will eat and sleep in Tarboro. Overnight stays will include many hotel rooms and camping in a designated area. Based on its proximity to downtown shopping, food, and entertainment, NCAS has identified the Town Common as the preferred location for camping. If approved, the Town would be involved in coordinating the event, including working with the Edgecombe County Tourism Development Authority and the Tarboro Development Corporation on providing entertainment and accommodation for the visitors. The Town will also coordinate logistics for RV Campers and provide trash receptacles and cleanup after the event.

It is recommended that the Town Council authorize staff to work with the Chamber of Commerce, the Tourism Development Authority, and the Tarboro Development Corporation on successfully accommodating the "Mountains to Coast" bicycle ride on October 5-6, 2023. It is further requested that the Town Council allow event participants to utilize the Town Common for camping for 1 night during the event.

ATTACHMENTS:

Description	Upload Date	Type
Request from the Chamber Director	1/4/2023	Cover Memo
Mountains to Coast Bicycle Ride Information	1/4/2023	Cover Memo

To: Town Council and Mayor, Tarboro, North Carolina
From: Tarboro Edgecombe Chamber of Commerce and Edgecombe County Tourism Development Authority, Dave Sharpe
Date: January 4, 2023

Good Day and Happy New Year,

The North Carolina Amateur Sports (Cycle North Carolina) group has entered in talks with our offices about the possibility of being a "Host City" for their "Mountain to Coast" bicycle ride on October 5-6, 2023. This ride will be their 24th yearly trip across the state, it has been voted as "Best Biking in America" by the League of American Bicyclists. It is the only state ride that the North Carolina Highway Patrol escorts the entire event. Tarboro and Edgecombe County have been on their route before, but we have never been a "Host City". We need your support to make this happen.

Our offices hosted a preview meeting/tour in December that included Sheriff-Clee Atkinson, Emergency Services Director-Antwan Brown, Police Chief-Jessie Webb, Town Manager-Troy Lewis, Main Street Coordinator-Tina Parker, Parks and Recreation Director-Travis Stigge, and me. We discussed and replied on every bullet point that is listed on their "Overnight Host Community Information Sheet". Before the Cycle North Carolina contingent left town, THEY ASKED US TO HOST. What a complement to our city/county leaders.

The ride will bring apx. 1,100 riders and support staff that will need to eat and sleep here in Tarboro. They will have apx. 800-900 that camp in tents and 200-300 that will stay in hotel rooms and onsite RV's. The Town Common is PERFECT for their camping and set up/support needs. The town staff agreed this area will serve as an adequate site. It is in walking distance for all our downtown restaurants, shops, and businesses, most importantly it is within walking distance for their required "Safe Shelters". Their safe shelters must be indoor facilities within walking distance of the campsite in case of any emergency. I have already contacted St. James Methodist Church, First Baptist Church, Howard Memorial Presbyterian Church, and Calvary Episcopal Church to use their facilities if needed. St. James has confirmed it is on board and the others were very positive about helping but needed more time to discuss the request with their memberships.

We are on a tight timeline to let Cycle North Carolina know if we will host. A formal request for approval to use the Town Common for this event will be delivered at your January 9th council meeting. We would need to let them know yes/no by January 11, 2023. If you have any questions or would like to discuss this beforehand, please contact me at our offices at 252-641-4257.

The attachment is the "Host City" requirements for your preview.

Thank you for your consideration...Dave



NORTH CAROLINA AMATEUR SPORTS

Board of Directors

Brad Bostick, Chair
Wells Fargo

Richard Caira, Jr.
Morningstar Law Group

Jordan Clark
Truist

Melissa Culbreth
Duke Energy Progress

George Habel
Capitol Broadcasting

Karl Hudson
PMC Properties

John Hughes
City of Greensboro (ret.)

Shelly Leslie
WRAL

Barry Mitsch
Pyramid Resource Group

Aaron Osborne
Coca-Cola Consolidated

Chrystal Rowe
AR Workshop

Smedes York
York Properties

TO: Potential Cycle North Carolina Overnight Host Community

FROM: Chip Hofler, Vice President

DATE: April 11, 2022

North Carolina Amateur Sports encourages your community to consider serving as an overnight town for the 2023 Cycle North Carolina "Mountains to Coast" bicycle tour. North Carolina Amateur Sports is a nonprofit charitable organization that also organizes the Cycle North Carolina Coastal and Mountain Rides and the Powerade State Games of North Carolina.

The Mountains to Coast bicycle tour is a weeklong cross state ride to be held October 1 to October 7, 2023. Cycle North Carolina is one of the most successful bicycle rides in the United States and has been voted the **"Best Biking in America"** by the League of American Bicyclists. The Cycle North Carolina "Mountains to Coast" ride is not a race, but a leisurely ride across the state making overnight stops in North Carolina communities.

The Mountains to Coast ride provides participants with just enough introduction to your community to entice them to bring their families back for a longer visit, or for a return vacation. Former communities that have served as an overnight town for the Mountains to Coast ride include Morganton, Hickory, Statesville, Mt. Airy, Reidsville, Holly Springs, Goldsboro, Whiteville, Matthews, Shelby, Concord, Clemmons, Forest City, Albemarle, Roanoke Rapids, Edenton and many more.

If your community has served in the past as an overnight stop for our Mountains to Coast Ride, then you already know the economic impact that this event will bring to your community. The event provides some of the largest sales days of the year for hotels, restaurants, bars, visitor attractions, etc.

Participants of the 2021 ride ranged from 6 years old to 82 years old (Avg. age is 60 representing 41 states plus DC, Canada and Costa Rica. The average annual income of CNC participants is \$125,000+. We are expecting 1,000 participants during the 2023 ride.

Please see the informational page for the host city requirements. Contact Chip Hofler at 919-361-1133 ext.233 or 919-724-3074 (cell) if you need additional information regarding the proposal. Thanks and we look forward to your response.



406 Blackwell Street, Suite 120, Durham, NC 27701

(919) 361-1133 • (919) 361-2559 fax

E-mail: cyclenc@ncsports.org • Web site: www.ncsports.org



Cycle North Carolina – Mountains to Coast Overnight Host Community Informational Sheet



Host Community Will Receive the Following Benefits:

- ❑ One night stay from 1,000+ participants.
- ❑ More than 4.6 million media/print impressions. (\$250,000 value)
- ❑ Introduction of your community to participants throughout North Carolina, the U.S. and other countries.
- ❑ Additional revenues from concessions, catering, hotel stays, dining, shopping, attraction visits, etc.

Host Site Requirements and Expectations of Host Community:

- ❑ **Campsite (Outdoor & Indoor facilities)** – Facilities should be large enough to accommodate the following: Outdoor camping with tents (approx. 200-300 tents); 2 shower tractor trailer trucks, water and sewer access for shower trucks; large parking lot space for bike mechanics and their support vehicles; CNC Vendors, their staff and vehicles; indoor space for safe shelter during severe weather, meals, massage therapists and evening yoga sessions; RV's (15-20 total) and CNC support vehicles.
 - ❑ **Preferred outdoor facilities:** large park/open field area (i.e. athletic fields (football, soccer, baseball, etc)) with level grassy areas for tent camping. Enough parking for approximately 50-75 vehicles.
 - ❑ **Preferred indoor facilities:** gymnasium, community center, multi-purpose buildings, convention center rooms, school classrooms, nearby church gymnasium or fellowship hall, NC Armory, etc. all work well
 - ❑ *Indoor facilities for safe shelter & meals (see below) should be onsite or adjacent to the outdoor camping area and offer easy access by foot from the outdoor camping area.*
 - ❑ All facilities should be provided for the event at no cost.
- ❑ **Host Town Point of Contact** – A designated person in your office or the community to serve as the point of contact. Person would serve as the Local Organizing Committee chair, assist in securing hotels room blocks, rates, volunteers, etc. as well as assist in coordinating the Local Organizing Committee meetings on a local level.
 - ❑ **Local Organizing Committee** – Committee typically includes representatives from local CVB and/or Chamber of Commerce, Tourism Development Authority, Police Departments (local, state and county), Emergency Management Departments, civic group, public works, facility contacts or community organizations.
- ❑ **Local Welcome Tent** – A Local Visitor and Welcome tent is required at the host site from 10am to 6pm. This welcome tent provides the cyclists with area information, directions (shops, restaurants, hotels, Laundromat, etc.), entertainment options, shuttle route information and just the local knowledge. This will be the participant's main source for local information and one of your best tools to get participants into town for food and shopping.
- ❑ **Evening Entertainment** – Each overnight town is responsible for providing entertainment (live music, downtown street festival, classic car shows, beverage gardens, off site tours, etc.) for the cyclists while in town.
- ❑ **Local Transportation** - *Local shuttle service must be offered by the host town to transport cyclists from the campsite to various hotels, restaurants, attractions and any off-site entertainment venues.* Shuttles should run from 2pm to 9:30pm on arrival day. The number of shuttle buses (typically school buses or charter buses) will depend on length of shuttle route. This service is the main tool for getting Cycle NC participants into local businesses, hotels and restaurants to spend money and explore your community. Cycle NC has two shuttle buses available to supplement the town provided shuttles. One bus will start running at 2pm and the other will start at 5pm.
- ❑ **Hotel Accommodations** – 200-300 participants will need local accommodations at a discounted CNC rate in close proximity to the host site with shuttles running to/from the hotels. Cycle NC requests to have three to four complimentary hotel rooms at each hotel in close proximity to the host site for the CNC Staff, VIPs or Law Enforcement
- ❑ **Volunteers** - 10-20 volunteers to assist with campsite logistics, registration, parking, traffic flow, etc. This can also be church groups, boy scouts, football teams, civic groups, etc. using this for donations for their group.
- ❑ **Law Enforcement** - Support from local, state and county law enforcement agencies to assist with security at campsite throughout the evening. Cycle NC will also need to coordinate with local law enforcement for traffic control on the route into and out of town. It is suggested that law enforcement be included in the meetings so they are up to speed with event details.
- ❑ **First Aid/EMS Coverage** - Towns to provide assistance in securing medical/first aid tent at camp. This could include a mobile hospital center, medical trainers, local ems or firemen, etc.
- ❑ **Trash Assistance** from Town/facility at campsites and other related facilities.

Questions to be answered regarding your community and area:

1. Provide as much information as possible about the outdoor facilities (including camping space, parking, proximity to indoor camping, etc.) that you are suggesting.
2. Provide as much information as possible about the indoor facilities that you are suggesting for safe shelter, catered meals, yoga and massage.
3. What organization(s) would be responsible for providing and staffing the visitor/welcome area at the host site?
4. What organizations(s) would be responsible for providing volunteers?
5. Provide information about the hotels that are near the host site and the expected room rates.
6. Provide ideas on any entertainment, local vendors, food vendors, activities and/or visitor attraction information that your community would be able to provide to the participants.
7. Provide a tentative plan of action for providing in-town shuttles.
8. Provide a list of other organized bicycle rides or events that your community has been involved with and the dates of those events.



Tentative Running Event Schedule

Revised 4/11/2022



Arrival Day

9:30AM – 11AM

- CNC Staff will arrive around 9:30 a.m. to 10:00 a.m. to begin site setup
- Parking Lot must be closed/coned off the night before to eliminate public parking. We'll need as much parking as we can get.
- CNC Rider Services set-up (handled by CNC staff)
 - Campsite signage, inflatable arch, retail shop, vendor row, luggage truck placement, shower truck placement, etc.
- Luggage trucks (3 x 26ft U-haul trucks) arrive and unload luggage
- CNC vendors arrive and begin set up (Tent & Porter Services, Coffee Vendor, Bike Mechanics and Retail Shop, Massage therapist, Yoga, etc.)
- Safe Shelter open and available
- Outdoor camping available for camp setup
- Massage Therapists to be set up in small room indoors
- Yoga to be indoors from 4pm to 5pm – Indoor room preferably and it should accommodate about 30 people.
- Local welcome tent set-up (Chamber, TDA, etc)
- Extra trash cans/dumpsters and recycling bins around campsite – assistance from town or facility provider
- Shower trucks arrive and begin set up. (Fire hydrant for water source and sewer man hole for gray water (shower water) disposal. Electricity for showers is a plus.)
- Food vendors and any other "entertainment" vendors arrive for setup and ready for participants

10AM – 6PM

Local welcome tent open (Need to be set up and available by 9:30am)

- "Welcome & Information" tent staffed by Local groups and/or volunteers (P&R Staff, Chamber Staff, Tourism Staff, etc.)
 - ✓ One page flyer listing the shuttle stops with a brief description of each.
 - ✓ Local tourist information
 - ✓ Giveaways or welcome items.
 - ✓ Hotel Information with directions from camp.
 - ✓ Directions of local drug store, laundry mat, restaurants, bars, Wal-Mart, etc.
- Vendors/Concessions opportunities at campsite: (Suggestions: Local Brewery or Pub, Winery, Chick-Fil-A, Local Food Trucks (three meat, two sweet), pelican snowballs, etc. Popcorn, candy, chips, sodas, bottled Powerade, bottled water, Hot Dogs, hamburgers, etc. are all good options. **(Suggestions on what NOT to offer: bananas, apples, Clifbars and Kind Bars.)**

11:00AM

- Participant support vehicles and non-riders may now access the CNC campsite area.
 - Will need assistance from town or police to help control access to vendors and staff only until 11am.

12PM – 4PM

- Main group of riders arrive. Local authorities may be needed at any dangerous intersections and/or high traffic roads, depending on where the route into town takes the riders.
- Route will be provided to the local law enforcement agencies (city and county)

1PM – 5PM

Afternoon Entertainment/Activities

- Options or ideas:
 - Examples: Downtown Street Festival, live band/music, classic car shows, wine tours, food truck rodeos, High School Drumline, food, beer and wine gardens, hot air balloon rides, bike jousting, disc golf tournament, etc.
 - Other ideas include off site excursions, group tours, etc.
- Local restaurants and businesses open late for CNC riders
 - Special discounts at restaurants for participants....just show your wristband

2PM – 9:30PM

Shuttles (Provided by host town)

- Shuttles begin running to move approximately 600-800 cyclists into town for restaurants, entertainment, shopping and hotels
- First **busy** wave will be between 2pm and 3pm; Second rush will be around 5:00 p.m. (dinner time); Last final rush will be at 9:00 – 9:30 p.m. when everyone is trying to get back to camp.
- Local shuttle route maps should be available at the local welcome tent to provide cyclists a visual of the shuttle route.
- Shuttle loop should include the official CNC hotels as well.
- Point person to handle all logistics and act as the contact person for participants to call regarding location of shuttles.
- Cycle NC has two shuttle buses available to supplement the town provided shuttles. One bus will start running at 2pm and the other will start at 5pm.

5PM – 6:30PM

Catered Dinner for Cyclists on the Meal Plan

- Approximately 175-200 riders will sign up for this meal (meaning 800 people will still need to eat in town).
- Dinner hours will be from 5:00 p.m. to 6:30 p.m. Caterer provided by Cycle NC.
- An indoor or outdoor (not preferred) location is recommended for the meals. Seating for approximately 75-100 people.
- Trash assistance will be needed at meal site.

10PM – 6AM

Quiet Hours

- Facility lights out
-

Departure Day

5:45AM – 9:00AM

- Host town shuttles begin running from hotels back to camp from 6:30am to 9:00am. Shuttles provided by CNC.
- CNC onsite registration and check-in open from 7am to 8am at the CNC Rider Services RV.
- Rider's begin packing up and loading luggage onto the Luggage Trucks
- All riders will be on the road between 7:30 a.m. and 9:00a.m.
- Depending on the route out of town and typical morning traffic, local authorities may be needed to be present at dangerous intersections.

6:30 AM – 8AM**Catered Breakfast for Cyclists on the Meal Plan**

- Approximately 175-200 riders will attend this meal. CNC will provide the caterer.
- Breakfast hours will be from 6:30 a.m. to 8:00 a.m. Seating for approximately 75-100 people.
- Indoor location recommended for this meal, but outdoor shelter will work if weather is not bad (i.e. Rain).
- Trash assistance needed with the meals.

8AM – 10AM

- CNC staff and support vehicles (Luggage trucks, shower trucks, vendors, etc.) will begin breaking down in preparation to depart
- Site cleanup performed by the CNC Sweep team

10AM

- CNC Sweep team makes final rounds at camp to clean up any trash, belongings, etc.
- Site clear and all vehicles and riders departed.