CITY OF LAURINBURG
AGENDA WORKSHOP
NOVEMBER 15, 2011
W. CHARLES BARRETT ADMINISTRATION BUILDING
305 WEST CHURCH ST.
7:00 P.M.

Minutes

The City Council of the City of Laurinburg held an agenda meeting November 15, 2011 at 7:00 p.m. in the council room of the Municipal Building with the Honorable Thomas W. Parker III, Mayor Pro Tem presiding. The following Councilmembers were present: Curtis B. Leak, Kenton Spencer, and Joy Ellison. Mayor Matthew Block and Councilmember Herbert M. Rainer, Jr. were absent.

Also present were Edward F. Burchins, City Manager, Dolores A. Hammond, City Clerk and William P. Floyd, Jr., Assistant City Attorney.

Mayor Pro Tem Parker called the meeting to order at 7:03 p.m. Councilmember Leak gave the invocation.

Mayor Pro Tem Parker informed Council that the organization meeting would be held Tuesday, November 22, 2011 at 12 Noon in the upstairs council room of the Municipal Building.

The City Clerk informed Council that at the organizational meeting is typically when the Mayor Pro Tem is elected.

Councilmember Leak stated that he is not interested in the Mayor Pro Tem position. He then stated that whoever is elected to the Mayor Pro Tem position that he/she covers events when the Mayor is not available.

CHARLES L. HICKS, JR. MEMORIAL DISCUSSION

Mayor Pro Tem Parker discussed a memorial honoring Charles L. Hicks, Jr., Assistant City Attorney who recently passed away. Councilmembers suggested several options of memorials to Mr. Hicks such as a plaque and the planting of a tree.

Mayor Pro Tem Parker informed Council that there is a tree planted in Laurinburg that was a seedling from an old tree in Chapel Hill and he stated that with Mr. Hick's allegiance to the University of North Carolina that if that tree does not already have a memorial to it that this tree could stand as his memorial.

There was discussion regarding Mayor Pro Tem Parker's suggestion and there was not a consensus.

The City Clerk informed Council that there is a memorial fund set up at the First United Methodist Church for the Chris McLean Scholarship. She also informed them that there is a donation request to the Boy Scouts Council located in Wilmington, North Carolina.

Councilmember Ellison stated that the tree suggested by Mayor Pro Tem Parker has a connection with Mr. Hinton James. She explained that if that is the case she did not feel comfortable with the dual memorial of the tree.

Councilmember Leak suggested the installation of a bench at the Ann B. Slaughter Fountain downtown.

There were other options discussed and Mayor Pro Tem Parker stated that the information would be shared with Councilmember Rainer and a decision would be made.

CHRISTMAS EVENTS

The City Manager informed Council that the Laurinburg Downtown Revitalization Corporation's annual Christmas Tree Lighting would be held at the James Lot located on South Main Street, November 20, 2011 at 5:30 p.m.

The City Clerk stated she would like to know if the Mayor and Councilmembers would be riding in the Chamber's Christmas parade Sunday, December 4, 2011. This event will begin at 2:30 p.m.

The City Manager stated that in past years there has been a Christmas luncheon for employees. He explained that the committee that plans and organizes the luncheon felt the attendance has been dropping off so the employees were asked about the event. The overall preference was to receive a gift certificate in lieu of the luncheon. The costs of the luncheon were analyzed and the result is to give each employee a $25.00 gift certificate from the Chamber of Commerce. The gift certificate from the Chamber allows employees to use the certificate at several businesses in Laurinburg/Scotland County. He also explained that that with the savings from the gift certificate a spring event would be planned for employees and retirees. He also stated that Christmas cards from the Mayor and Council would be sent to retirees and committee members.

The City Clerk informed Council that the Employee Service Pins would be presented to employees at the December 2011 regular meeting.

The City Manager reviewed the upcoming agenda for the November 22, 2011 regular meeting of City Council.

1) Approval of Agenda
2) Consent Agenda
   a. Approve minutes from the regular meeting September 20, 2011 and the minutes from the agenda workshop meeting October 13, 2011

DELEGATIONS

3) Request from Scotland County for in-kind service to the Soccer Concession Building located at the Morgan Complex
   The City Manager explained that Shannon Newton, Scotland County Parks and Recreation Director along with a representative of the Parks and Recreation Foundation Committee to request the City's assistance in upgrading the Soccer Concession Building. There is a need for a water line to the building and a relocation of a sewer connection and electric service needs. He stated that there would be an estimate of costs at the upcoming meeting.

4) Lot Cutting Fees – Ulysses Thomas, Commander VFW Post 181
The City Manager explained that through the years the City has been cutting a lot at 1007 Harris Street. He then explained that when Mr. Thomas took over as Commander he learned that the certified letters from Public Works was going to the previous Commander. No one had informed Public Works of the change in commander. The previous Commander did not take care of the fees for cutting the lot and Mr. Thomas is asking for some type of relief from the total cost.

Following discussion by Council, the consensus among Councilmember is to give the City Manager authority to negotiate with Mr. Thomas to split the fees because of the tax records mailing address and incorrect commander. (Bring back to Council when completed)

5) Hilda Howell - 346 E. Covington St. – Voting Districts
The City Manager stated that Ms. Howell would like to express her concern regarding the voting districts with reference to being able to vote for whomever she chooses.

6) Carl Head, Gustaf C. Lundin & Company, LLP- Audit Report- 2010-2011 fiscal year
The City Manager stated that the audit has been completed and reviewed by the City Manager and the Finance Director. The audit has been submitted to the Local Government Commission (LGC) for their review. He stated that once Mr. Head has received notification from the LGC Mr. Head would be in a position to present the audit to Council, which is anticipated to be ready at the December regular meeting. The City Manager stated that a financial report would be available to council once the audit is completed in order to provide the Finance Director with the beginning balances are entered into the computer system.

7) Reginald Drakeford – Request for cart stand
The City Manager stated that Mr. Drakeford would like to locate his hot dog cart on the sidewalk in front of his place of business. He explained that Council has the authority to grant permission for this request.
Following discussion, the Assistant City Attorney was instructed to research any obstacles that may prevent people with disabilities from easy access on the sidewalk and to investigate any liability. The conclusion was that if there any not any issues involved that it may be allowable.

CITY MANAGER REPORTS

8) Resolution No. R-2011-14 & R-2011-15 Review External and Internal Website Policies
The City Manager explained that as discussed at the last Council meeting and the Assistant City Attorney has reviewed the policies and staff recommends approval of the policy. He also explained that a social media (Facebook) is being researched and reviewed to bring before Council at the December meeting.

9) Consider setting date for public hearing December 20, 2011 at 7:00 p.m. in the upstairs council room of the Municipal Building located at 303 West Church St., Laurinburg, NC to closeout the 2009 Community Development Block Grant (CDBG) Infrastructure Project 09-C-2015 (West Boulevard-Scottish Glen-Phase II)
The City Manager explained that this is a state requirement in order to close out the CDBG to extend sewer lines and sidewalk to the apartment complex located on West Boulevard. There was consensus among Council to move this item to the consent agenda.

10) Consider setting date for public hearing December 20, 2011 at 7:00 p.m. in the upstairs council room of the Municipal Building located at 303 West Church St., Laurinburg, NC to hear a request to rezone from Residential-15 to General Business (Conditional Use) property located at 907 S. Main St. to operate a bakery consent
The City Manager explained that a public hearing needs to set for the aforementioned request. There was consensus among Council to move this item to the consent agenda.

11) Consider Ordinance No. O-2011-20 which amends the Budget Appropriation Ordinance$556,693.00 to Revenue Loan - (30-430505)- to Electrical Operations (832-707300)-Improvements; $1,862,166.00 to Revenue Loan - (31-430505)- to Water Distribution (814-707300)-Improvements); $90,000.00 from Contingency - (992-509900)- to Water Distribution $45,000.00 (814-707400)-New Meters and $45,000.00 (814-507500) Construction consent
    The City Manager explained the proposed Ordinance is a budget amendment establishing the meter-reading program and establishes an account that the City uses when making taps for the County. There was consensus among Councilmembers to move this item to the consent agenda.
12) Consider Resolution No. R-2011-16 authorizing the execution of an agreement between the City of Laurinburg and the NC Department of Transportation for the inspection of municipal bridges
    The City Manager explained that the proposed resolution authorizing the inspection of the City's Municipal Building. There was consensus among Council to move this item to the consent agenda
13) Update on Tree & Stump Removals
    The City Manager stated that an update would be presented at the regular meeting
14) Update on TDA presentation to Scotland County Commissioners regarding US Highway 74 Interchange lighting
    The City Manager stated that an update would be given on the Highway 74 Interchange which was presented to the Scotland County Commissioners. He stated that the Commissioners stated that they would think about the proposal. There was discussion on the deadline for the commitment of funds from the North Carolina Department of Transportation (DOT). There was consensus among Councilmembers that there needs to be something in writing from the DOT about the deadline of the commitment of monies and the amount of funds.
15) Board and Committee Appointments Advertising
    The City Manager stated that there as been discussion about advertising vacant committee position. This will is in the process to begin in January 2012.
    The City Clerk stated that there would be appointments to be considered at the December meeting for the Laurinburg Board of Adjustment.
16) Consider dates for City/County Joint Meeting (January 12, 19, or January 26 at 7:00 p.m.
    There was discussion regarding a joint meeting with the Scotland County Commissioners. Mayor Pro Tem Parker stated that he is not available January 19. The City Clerk informed Council that the agenda workshop proposed date is January 10 and that the Chamber Annual Banquet is that date. Council will consider dates at the upcoming regular meeting.

Mayor Pro Tem Parker submitted his letter of resignation for his District Two Council seat. He stated that because he has been elected the City of Laurinburg's Mayor his resignation would be effective at the beginning of the organizational meeting Tuesday, November 22, 2011.

Councilmember Spencer motion to accept Mayor Pro Tem/Councilmember Parker's resignation from the District Two Councilmember seat. Councilmember Leak seconded the motion and it carried unanimously.

There was discussion on positions that have been frozen such as a tax collector, mechanic, and a planner/code enforcement officer.

The City Manager stated that at the next meeting he would provide Council with recommendations on moving forward with the positions that are frozen.
Mayor Pro Tem Parker stated that once he is seated as Mayor, he would like to have a Council retreat as soon as possible. He asked Council to consider dates at the November 22, 2011 regular meeting. He explained that he would like to create a mission statement and a strategic plan to be formalized.

Councilmember Spencer stated that the succession plan should be incorporated in the strategic plan.

Mayor Pro Tem Parker then stated that he would like each Councilmember to think about projects they would like to see or completed and bring them to the retreat. He explained that each Councilmember should consider project and bring one project to the retreat. He also discussed Council working as a team in the future and build collaborative efforts to work other governments and entities in Scotland County.

Councilmember Leak informed Council that Mrs. Pat Fields has been elected as the Chair for the Crime and Drug Committee with Mrs. Desiree Block as Vice Chair.

Mayor Pro Tem Parker thanked outgoing Councilmember Joy Ellison for her service to the Council and the citizens of Laurinburg for the last year and a half. He commended her for a nice job and Council has enjoyed her company. He stated that Council would welcome her back to future Council meeting and continue to look forward for her input.

ADJOURNMENT

Motion was made by Councilmember Leak, seconded by Councilmember Spencer, and unanimously carried to adjourn the meeting.

The meeting adjourned at 8:08 p.m.

Thomas W. Parker III, Mayor

Dolores A. Hammond, City Clerk