

**CITY OF LAURINBURG
CITY COUNCIL AGENDA WORKSHOP MEETING
NOVEMBER 12, 2013
W. CHARLES BARRETT BUILDING
305 WEST CHURCH ST.
7:00 p.m.**

The City Council of the City of Laurinburg held an agenda meeting on November 12, 2013 at 7:00 p.m. in the conference room of the W. Charles Barrett Administration Building with the Honorable Mary Jo Adams, Mayor Pro Tem, presiding. The following Councilmembers were present: Curtis B. Leak, Andrew G. Williamson, Jr. and J. D. Willis. Absent was Mayor Thomas W. Parker, III.

Also present were Charles D. Nichols III, City Manager; Jennifer A. Tippet, City Clerk; and William P. Floyd, Jr., City Attorney.

Mayor Pro Tem Adams called the meeting to order at 7:00 p.m. Councilmember Leak gave the invocation.

APPROVAL OF AGENDA

Motion was made by Councilmember Williamson, seconded by Councilmember Willis, and unanimously carried to approve the agenda as presented.

UPDATE ON WALGREENS

Mrs. Deese presented the following information concerning Walgreens:

- Landscaping was installed last week. The buffer will be the last thing completed.
- There are some water pressure issues – not on the City's side, but on Walgreen's.
- Plans are to still open shortly after January 1, 2014.

Upon questions by Councilmember Leak, Mrs. Deese explained that Walgreens plans to install an 8-foot privacy fence which is more than the Unified Development Ordinance (UDO) requires. She added that the City can only require Walgreens to run the fence up to the property line, and a portion of one of the residential properties is in the Department of Transportation (DOT) right-of-way line.

Further discussion ensued concerning the right-of-way and the necessity of ensuring protection of the residential properties.

Upon question by Councilmember Williamson, Mrs. Deese stated that the volume of complaints concerning the Walgreens is reduced. She added that the Planning staff has visited the residential neighbors and discussed the Walgreens project with them.

Upon question by Councilmember Leak, Mr. Kevin Hedrick, NC DOT District Engineer, explained that the property lines and State right-of-way had been in place for a very long time.

Upon request by the Mayor Pro Tem, Mr. Hedrick discussed the following regarding the traffic pattern at the Walgreens site:

- The new Westwood Way has been constructed. It curves more than the previous access road.
- A stoplight at the eastern entrance to Wal-Mart will have a straight or left turn lane and right turn lane.
- On West Blvd., there will be a left turn into Wal-Mart, right turn onto Westwood Way, and a straight lane.
- Prior to operation, there will be a 30-day flash test period of the stoplight.

Upon question by Councilmember Leak, Mr. Hedrick explained that the retention basin was located behind Walgreens and is piped out to the roadway ditch and runs down West Blvd. to Glasgow. He added that the Department of Environment and Natural Resources approves the storm drainage plan.

AGENDA FOR NOVEMBER 19, 2013

The City Manager reviewed the agenda for November 19, 2013 as follows:

- 3) Administration of Oaths of Office for 4 part-time Fire Engineers
- 4) Consent Agenda
 - a) Consider minutes of September 23, 2013 reconvened meeting/retreat

DELEGATION

- 5) Carl Head, Gustaf C. Lundin – Fiscal Year 2012-2013 Audit
The City Manager explained that the audit is complete and the auditor will provide a summary and present the audit findings to Council.

PUBLIC HEARINGS

- 6) Consider request to rezone from General Business (Conditional Use) to Office/Institutional the property located at 907 S. Main St. and to rezone from Residential-15 to Office/Institutional the property located at 906 Atkinson St.
Mrs. Deese explained that Sweet Spots Bakery moved downtown. Les Ford, the owner, has a business in mind that will use the 907 S. Main Street property and the 906 Atkinson Street property will be used for parking. By rezoning both tracts to Office/Institutional, this will make the property more uniform in zoning with surrounding property. It also allows Mr. Ford to use the S. Main Street property for residential purposes in the future. Planning Board unanimously recommended approval of this request.

CITY MANAGER REPORTS

- 7) Consider request to Amend Article II Definitions, Section 15 Definitions of Basic Terms and Article X Permissible Uses, Section 146 Table of Permissible Uses of the City of Laurinburg Unified Development Ordinance (2nd vote)
The City Manager explained that since this ordinance did not receive the required 2/3 approval vote at the October 22, 2013 meeting, the ordinance must be voted on again. The public hearing was closed at the October 22, 2013 meeting.
- 8) Consider Ordinance No. O-2013- which amends the FY 2013-2014 Budget Appropriations Ordinance (Ordinance No. O-2013-17) by adopting the FCC Capital Project Ordinance
- 9) Consider Resolution No. R-2013- Fixing Date of Public Hearing on Question of Annexation Pursuant to G.S. 160A-31
The City Manager explained that this resolution sets the public hearing on annexation of the remainder of the FCC site, SBIC site and the City's pump station. The public hearing will be held on December 17, 2013.
- 10) Consider approving Maintenance Agreement for I-TRON readers
The City Manager explained that the Maintenance Agreement was not included in the purchase price of the I-TRON meters. The approximate annual cost is \$3,000
- 11) Consider authorizing the Mayor, City Manager and City Clerk to execute Municipal Records

Retention Schedule Amendment

The City Manager explained that this amendment to the Municipal Records Retention Schedule affects Budget, Fiscal and Payroll Records and Personnel Records by providing clarification of the previously adopted schedule (adopted February 19, 2013)

- 12) Consider Ordinance No. O-2013- amending the FY 2013-2014 Budget Appropriations Ordinance (Ordinance No. O-2013-17) for the Urban Forestry Grant
The City Manager explained that the Forestry Service requires that grantees purchase "Talking with Trees" software. Since this was not part of the original grant requirements, the Forestry Service is adding \$5,000 to the grant for the purchase of the software.
- 13) Consider Agreement between the City of Laurinburg and Broadplex for fiber service
The City Attorney explained that this agreement may not be ready for the Council meeting as he is reviewing the proposed agreement.
- 14) Consider authorizing the purchase of two (2) knuckleboom trucks utilizing the NJPA approved pricing and bid documents
The City Manager explained that \$264,000 was budgeted for the purchase of 2 knuckleboom trucks for Sanitation. By utilizing the National Joint Powers Alliance group purchasing program, the trucks can be purchased for \$257,516.15, \$6,483.85 under budget.
- 15) Consider setting public hearing to be held on December 17, 2013 to consider changes to the City of Laurinburg Fee Schedule
The City Manager explained that prior to offering fiber to FCC, the City will need to set fees; therefore a public hearing must be scheduled. He added that if the agreement with Broadplex is not ready, this item will be removed from the agenda also.
- 16) Consider Resolution No. R-2013- declaring property surplus and authorizing the sale of surplus property
The City Manager is authorized to declare property valued under \$30,000 as surplus. General Services has numerous items that are being declared surplus; however, the 1996 Pierce Fire Pumper must be declared surplus by Council. Staff plans to sell the pumper through GovDeals and will place a reserve price of \$30,000.

APPOINTMENTS

- 17) Pedestrian Planning Grant Committee
Mrs. Deese has list of people interested in serving on this committee.

DISCUSSION OF BEREAVEMENT POLICY

The City Manager explained that the Employee Advisory Committee had requested that he discuss the possibility of changing the City's Bereavement Policy. He explained that the current policy allows an employee to use up to five (5) days of sick leave in the event of an immediate family member. He added that the Human Resources Assistant had contact other municipalities regarding bereavement policies, with the result being that three (3) of the four (4) municipalities contacted give 3-5 days for immediate family members and the employee is not charged sick leave, and the City of Monroe has the same policy as the City.

Following discussion, it was consensus of Council to consider this matter and the Veterans' Day holiday at the next Council retreat.

DISCUSSION OF CEMETERY POLICIES AND PROCEDURES

Mr. Tim Pierce, GIS Administrator/Cemetery Supervisor, explained that there were some procedural issues in the cemetery concerning opening and closing of graves, particularly after regular business hours

and over the weekends. He also discussed the possibility of providing call-back pay for the cemetery employees.

Following a lengthy discussion it was consensus of Council for Mr. Pierce, the City Manager and Councilmember Leak to talk with the funeral homes about procedures and then present recommendations to Council in January.

SIDEWALKS ON WEST CHURCH STREET

Mr. Stacey McQuage, Public Utilities Director, explained that money was budgeted for the sidewalks on West Church Street and that he had received a quote for less than \$8,000.00. He added that he spoke with Kevin Hedrick of NC DOT and in order to obtain a federal grant, the City would have to spend between \$25,000 and \$30,000. He requested guidance from Council on how to proceed.

It was consensus of Council to pursue bidding the sidewalk work and not apply for a federal grant.

CONSIDER AUTHORIZING THE CITY MANAGER TO EXECUTE APPLICATION FOR STATE MOSQUITO CONTROL

Mr. Stacey McQuage, Public Utilities Director, explained that the County receives funding from the State Mosquito Program to purchase larvacide and then provides the larvacide to the City.

Following discussion of the purpose of the agenda workshop, it was consensus of Council to add this item to the November 19, 2013 agenda.

CONSIDER FIBER FEES

The City Manager explained that Mr. Bruce Fowler from McGavran Engineering will be at the December agenda workshop to discuss changing the Fee Schedule for fiber optics. He added that a proposal had been presented to FCC North Carolina for its consideration. He further added that a public hearing would be scheduled to consider the changes at the December Council meeting.

Upon questions by Councilmember Williamson, the City Manager explained that the fiber optic fees would provide an additional revenue source for the City, and that the proposed fees were less than Time Warner and AT&T.

QUARTERLY FINANCIAL UPDATE & OVERTIME REPORT

Mrs. Carpenter reviewed the Quarterly Report for the first quarter of Fiscal Year 2013-2014. She added that some of the capital line items are overspent (more than 33% of the FY 2013-2014 budget) because they are one-time purchases.

Upon question by Councilmember Williamson, Mrs. Carpenter explained that the non-departmental line item in the General Fund includes heavy up-front expenditures such as the Humane Society and the Chamber of Commerce.

Mrs. Carpenter briefly discussed the following items:

- In the Electric Fund, the Itron Maintenance Agreement was not included in the budget.
- Capital expenditures in the Electric Fund include capital outlays for the FCC project.

- The capital outlay in the Water Fund is at 97% because the FCC Capital Project had not yet been adopted by Council; however, the City can reimburse itself once the FCC Capital Project has been approved.

Upon question by Councilmember Leak, Mr. Haywood explained that he was continuing to research handling the recycling stream in a different manner.

Mrs. Carpenter briefly discussed the Quarterly Overtime Report.

MEMBERSHIP ON SCOTLAND COUNTY PARTNERSHIP FOR CHILDREN & FAMILIES BOARD OF DIRECTORS

The Mayor Pro Tem explained that the Mayor received a request for him to be on the Board of Directors for the Scotland County Partnership for Children and Families, and since he absent, to wait on this matter until the Mayor is present.

CONSIDERATION OF ACTION TO REQUEST MUNICIPAL BONDS REMAIN TAX-FREE

The City Manager explained that it had been suggested that municipalities write federal representatives to keep municipal bonds tax free.

Following a brief discussion, it was consensus of Council for letters to be sent to federal representatives regarding this matter.

SANFORD BUILDING UPDATE

The City Manager provided an update on quotes for improvements at the Sanford Building. He explained that PCI provided a quote of \$20,770.00 for three (3) metal doors for the front, two (2) metal doors for the back of the building, bars on all windows on the inside of the first floor, caulk concrete and waterproof basement. He added that if Council wanted the second floor windows not secured with the bars, \$3,860.00 would be subtracted from that total.

Upon question by Councilmember Williamson, the City Manager explained that the mold remediation would cost approximately \$5,200.00.

Following a brief discussion, the City Manager explained that staff would move forward with bidding these building improvements.

DISCUSSION OF ORGANIZATIONAL MEETING

The City Manager explained that the organizational meeting would be held at 12:00 p.m. noon on Tuesday, December 17th. He added that Mrs. Hammond had requested that Debra Holcomb, Scotland County Register of Deeds, administer the oath of office.

CLOSED SESSION

At 8:07 p.m., Councilmember Leak motioned to go into closed session pursuant to NC General Statute 143-318-11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the City and pursuant to NC General Statute 143-318.11(a) (6) for the purpose of considering the qualifications, competence, performance, character,

fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee. The motion was seconded by Councilmember Willis, and unanimously carried.

At 8:50 p.m., motion was made by Councilmember Williamson, seconded by Councilmember Leak, and unanimously carried to adjourn the closed session and resume the open meeting.

ADJOURNMENT

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

The meeting adjourned at 8:59 p.m.

Thomas W. Parker, III, Mayor

Jennifer A. Tippet, City Clerk