

**CITY OF LAURINBURG
AGENDA WORKSHOP
OCTOBER 12, 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 October 12, 2011 at 7:00 p.m. in the council room of the Municipal Building with the Honorable Matthew Block, presiding. The following Councilmembers were present: Curtis B. Leak, Thomas W. Parker, Kenton Spencer, and Joy Ellison. Herbert M. Rainer, Jr. was the only member absent.

Also present were Edward F. Burchins, City Manager, Dolores A. Hammond, City Clerk and Charles L. Hicks, Jr., Assistant City Attorney.

Mayor Block called the meeting to order at 7:01 p.m. Councilmember Ellison gave the invocation.

Mayor Block reviewed the upcoming agenda for the October 18, 2011 regular meeting of City Council.

- 1) Approval of Agenda
- 2) Consent Agenda
 - a. Approve minutes from the June 22, 2011 budget workshop; the June 23, 2011 budget workshop; July 12, 2011 special meeting; July 9, regular meeting; August 16, regular meeting; and agenda workshop, September 13, 2011
Councilmember Leak stated that there was an error in the correction of the June 20, 2011 budget workshop meeting that Council motioned to change at the September 20, 2011 meeting. Councilmember Spencer stated that the minutes could go back on the consent agenda to be reapproved. The City Clerk advised that the minutes should be pulled from the consent agenda in order to re-correct the minutes. Upon question by Councilmember Leak, the Assistant City Attorney stated the minutes are to be included in the consent agenda and approve as submitted.
 - b. Consider Resolution No. R-2011-09 which authorizes the adoption of updates to the Fair Housing Plan and other adopted plans
Mrs. Brandi Deese, Planning/Zoning Officer, explained that Council received an update on the Fair Housing Plans last month and this proposed Resolution should be considered in order to update the Fair Housing Plan and other adopted plans as required by the State
 - c. Consider Ordinance No. O-2011-18 which amends the Budget Appropriation Ordinance(O-2011-11) to transfer \$23,500.00 from Contingency- (990-509900)- to Non-Department- (660-509000)-Downtown Improvements
No discussion
 - d. Authorize the City Manager to execute agreement between the City of Laurinburg and Wetherill Engineering, Inc. for services in the replacement of Bridge #81 on Commonwealth Avenue over Leith Creek
Upon question by Councilmember Leak, Stacey McQuage stated that the cost should be approximately \$20,000.00

Upon question by Councilmember Parker, Mr. McQuage stated that this is budgeted in the street department budget

- 3) Consider Ordinance No. O-2011-19 which amends Article XVII, Section 276, Total Sign Surface Area, and Section 284, Shopping Center/Major Retail Development Signs of the Unified Development Ordinance

Mrs. Deese stated that this request comes from TriCor International Corporation to change the square footage of signage from 1 square foot per lineal foot of lot frontage to 1.5 square feet and this is only for Shopping Center/Major Retail Development zoning areas

Councilmember Leak questioned whether any other areas in the region had this type sign requirement.

Mrs. Deese informed Council that this change is consistent with other areas.

Upon question by Councilmember Leak, the City Manager stated that no one had been to look at other signs that are consistent with the request.

Upon question by Councilmember Parker, Mrs. Deese stated that the first proposal submitted by TriCor was not fair to other businesses, but that Planning Staff is comfortable with the current proposed request.

Upon question by Mayor Block, Mrs. Deese stated that this request is very similar to surrounding towns with some areas allowing much more signage.

- 4) Laurinburg/Scotland County Business Incubator Project - Greg Icard, Scotland County Economic Development Director
No discussion

- 5) West Point Stevens Water and Wastewater Study - Jim Perry, Lumber River Council of Governments and Angie Mettlen, W. K. Dickson Engineers

A discussion ensued on the water and wastewater study. Councilmember Leak stated he was interested in finding out the entity that would lead the project.

A discussion then ensued on the timing of the project and that all parties should be at the table at the same time.

- 6) Pole Attachment Agreement – Ronald Pierce

Mr. Ronald Pierce, Electrical Utilities Director, explained that there is not an agreement with Time Warner for pole attachments (Time Warner utilities attached to City utility poles) and a 1939 attachment agreement with AT&T, previously known as BellSouth. He informed Council that the attempt is to determine the number of utility poles that belong to the City and what poles belong to the other utility companies. He stated that the proposed attachment fee is \$10.00 per pole per year that will bring additional revenue into the City. He then stated that the City would also pay \$10.00 per pole per year to the companies where the City needs to make a pole attachment. He explained that AT&T is reviewing the proposed agreement and once they are completed it will be sent to the attorney for review. He informed Council that Time Warner currently has 3,010 attachments to the City's utility poles, AT&T has 2,099 attachments, and the City has 606 attachments on AT&T's poles. He also informed Council that in 2014, another pole line treatment would need to be applied and the costs would be distributed among the users.

The City Manager stated that there are some pilot projects being considered for the street lighting improvements and a report will be given at the regular Council meeting.

- 7) Discussion of costs of having tree work done in-house – Ronald Pierce

The City Manager informed Council that this report would be given at the regular council meeting.

CITY MANAGER REPORTS

- 8) Update on the request by the Scotland County Tourism Authority (TDA) for lighting at certain interchanges in the City of Laurinburg

The City Manager stated that he had met with Cory Hughes, TDA Executive Director, about the US Highway 74 lighting project. He explained that if Council is interested in proceeding with the project, he has developed three options for funding the project. He then stated that an option suggests lighting all three interchanges; the other options address two interchanges. He then

explained that all of the options involve a more evenly cost shared arrangement. He further explained that he is looking at the cost and benefit of financing the lighting versus paying cash.

The City Manager informed Council that there would be information in Council's packet regarding a similar project in Anderson, South Carolina, but no information on return of investment.

Upon question by Councilmember Leak, the City Manager stated that the amount of money that the TDA is requesting from the City would depend on whether the City wants three interchanges lit or just two. He stated that if the City and the TDA shared the cost, the cost to the City would be \$177,000.00 each.

Upon question by Councilmember Leak, the City Manager stated that Scotland County is not contributing to the project.

Upon question by Councilmember Spencer, the City Manager explained that if there was a project connected to the lighting request, it could qualify for Community Development Block Grant funding. The City Manager stated he would find out if the lighting project could be associated with lighting the medical corridor for funding.

Councilmember Parker stated that he would be in favor of discussing funding for two interchange lighting projects.

Upon question by Councilmember Ellison, the City Manager stated that the pay back for solar lighting would be extremely long.

Upon question by Councilmember Leak, the City Manager stated that it would cost \$140,000.00 to increase the lighting in the City of Laurinburg. He stated that Councilmember Ellison asked for the estimate for increased lighting for city residents. He shared that Councilmember Ellison did not want the interchange lighting to override the residential lighting. The City Manager stated that in Council's agenda packet there would be a report on the cost of residential lighting.

9) *Update on the North Carolina Indian Housing Authority*

Mrs. Brandi Deese explained that Mr. Scott Redinger has asked the City to partner with his company in the application for a Community Development Block Grant (CDBG). She stated that this would also be in conjunction with the North Carolina Indian Housing Authority and the North Carolina Financing Agency. She then explained that the actual funds would be used in the construction of the units. She then stated that traditionally CDBG funds have been used to fund public infrastructure. Mrs. Deese stated that the Planning Department has reservations about the use of the funds. She explained that some improvements should be made to the City's infrastructure.

A discussion ensued regarding Mr. Redinger and the other entities asking the City's help in lobbying for them in order to convince the CDBG to spend discretionary funds on the project. Councilmember Spencer commented that what he understands is that this project could be built without the City's involvement.

Following further discussion, Council will continue with the discussion at its regular meeting.

10) *Consider awarding contract to low bidder, Dougherty Equipment Company, in the amount of \$104,708.15, for the purchase of a new tool carrier wheel loader for the Water and Sewer Department*

Mr. Harold Haywood informed Council that bids were received September 29, 2011 for the purchase of a new tool carrier wheel loader. He stated that three bids were received. The loader was budgeted and the bid came in below budget and met all required specifications.

11) *Consider Resolution R-2011-11 Establishing Goal for Minority Businesses in Construction Contracts*

Mrs. Brandi Deese explained that this is a requirement by the North Carolina Rural Center for the planning grant Council approved for Bridge Creek, Leith Creek, the outfall evaluations. She stated that the Rural Center would like the resolution approved by Council

12) *Consider requesting approval from the Local Government Commission to issue up to \$1,700,000.00 of refunding bonds for the purpose of refunding the City's outstanding 1995 Sanitary Sewer Bonds*

The City Manager stated that during the financing calculations for Datamatic LLC, he noticed

that there are five years remaining on the \$1.7 million bond. He explained that the refunding rate is lower than the current rate. He then explained he feels it is worthwhile to refund the bonds. He informed Council that BB&T can refund these bonds and the savings would be approximately \$20,000.00 per year or a total savings of \$80,000.00. He then stated that there is not an increase in the expiration date of financing.

13) Datamatic Financing Closing

The Assistant City Attorney stated that Council would need to authorize the appropriate parties to execute documents.

14) Website Policy

The City Manager stated that proposed website policies (internal and external) would be included in Council's agenda packet for review.

15) Report of Laurinburg/Maxton Airport Activities – Councilmember Spencer

Councilmember Spencer stated that he would give the report at the regular meeting on September 20, 2011.

HUMAN RESOURCES STRATEGIC PLAN

Mr. Bell, Human Resources & Safety Officer, provided an update on the Human Resources Strategic Plan. He informed Council that it is his understanding that Council wants the strategic plan to focus on the four areas of the employee survey that were below 70%. He listed those four areas as pay and benefits; employer relations; management; and performance appraisal. He stated that the classification and compensation impacts the pay and benefits part of the survey. He explained that he received an e-mail from Springsted, the company performing the pay and classification study, informing staff that they are almost complete with the study. They have a few items they want to revisit. He then informed Council that he asked Springsted to focus on a couple of different strategies on their presentation to Council. He then stated that over the next year he would like to review the personnel policy, make some changes, and then present to Council for consideration and adopting. He continued by stating that performance evaluations have been re-implemented and will continue on a yearly basis. He also stated that he would like to review the evaluation system and upgrade it to an electronic system. He has reviewed an example by NEOGOV that focuses only on governmental entities.

Upon question by Councilmember Ellison, Mr. Bell explained that the initial input is \$16,000.00 annually and the maintenance cost is \$8,000.00.

Upon question by Councilmember Spencer, Mr. Bell stated that employee time sheets are not handled electronically.

The City Manager stated that the cost of NEOGOV (employee evaluation management system) includes electronic timesheets and other items as well. He explained that the software from NEOGOV is more comprehensive than just an evaluation system.

Councilmember Spencer stated that the City has infrastructure issues and before any new program is put in place that Council should review the City's most immediate needs.

Mr. Bell explained that part of the information is a strategic plan wish list.

Mr. Bell then explained that the next piece of the strategic plan is training and development. He stated that this section also focuses on performance evaluation and succession planning. There is also a development process section.

Mr. Bell informed Council that the City's electric department along with Red Springs, Lumberton, and other communities in the area to conduct training through ElectriCities. The training is scheduled once a month in a centrally located area.

He explained that the Police Department continues with its training of its officers. Mr. Bell explained that the last portion of the strategic plan in employee health wellness and safety. He stated that the health fairs would continue that are coordinated with the health insurance provider. He informed Council that health management classes will be offered to employees with health issues through our insurance provider.

The City Manager stated that one of the things to make this plan successful when values are considered at some point it would be good if the Mayor, Council, and Management Team would meet and really talk about what the values are of the City.

Following further discussion, the City Manager stated his understanding is that once the pay plan is completed and staff has had an opportunity to evaluate the plan, Council will get a more specific answer as when goals and timelines can be set.

Mr. Bell stated that he expects to hear from Springsted any day now.

The City Manager stated that the information received could be presented to Council at its retreat in January or February.

Upon question by Councilmember Ellison, the City Manager stated that the pay and classification plan is still on track according to the timeline set by Council.

CLOSED SESSION

At 8:33 p.m. motion was made by Councilmember Leak to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(6), to discuss the qualifications, competency performance, character, fitness, condition of appointment or conditions of initial appointment of an individual public officer or employee. Councilmember Spencer seconded the motion and it unanimously carried to adjourn to closed session.

At 9:04 p.m., motion was made by Councilmember Leak, seconded by Councilmember Parker, and unanimously carried to adjourn the closed session and resume the open meeting.

ADJOURNMENT

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

The meeting adjourned at 9:05 p.m.

Thomas W. Parker III, Mayor

Dolores A. Hammond, City Clerk