CITY OF LAURINBURG
AGENDA WORKSHOP
JANUARY 15, 2013
W. CHARLES BARRETT ADMINISTRATION BUILDING
305 WEST CHURCH ST.
LAURINBURG, NC
7:00 P.M.

Minutes

The City Council of the City of Laurinburg held an agenda meeting on January 15, 2013 at 7:00 p.m. in the conference room of the W. Charles Barrett Administration Building with the Honorable Thomas W. Parker, III, presiding. The following Councilmembers were present: Mary Jo Adams, Curtis B. Leak, Kenton Spencer, Andrew G. Williamson, Jr. and J. D. Willis.

Also present were Harold W. Haywood, Interim City Manager; Jennifer A. Tippett, City Clerk; and William P. Floyd, Jr., Assistant City Attorney.

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

APPROVAL OF AGENDA

Mayor Parker explained that he would like to hear the Auditor’s report; direction for Human Resources Director on the Management Trainee Program, and then Mr. Mose Ladson’s septic tank issue before reviewing the January 22, 2013 proposed agenda. It was consensus of Council to follow the Mayor’s recommendation regarding the order of the agenda.

CARL HEAD-AUDIT FOR FY 2011-2012

Mr. Head discussed the following with regard to the audit for Fiscal Year ending June 30, 2012:

- Financial reports are the responsibility of the management of the City
- The auditor’s responsibility is the opinion. The financial statements presented are free from material misstatements, and therefore have issued an “Unqualified Opinion”, which is the best opinion that can be given by an auditor.
- The General Fund increased by $871,465 from 2011-2012.
- The Electric Fund had a net decrease of assets by $1.7 million from 2011 to 2012.
- The Water/Sewer Fund had a net decrease of assets by $437,249 from 2011 to 2012.
- The Solid Waste Fund had a net decrease of assets by $41,775 from 2011 to 2012.
- General Fund net asset increase is positive primarily because of Electric Fund transfer.
- The Electric Fund decrease is due primarily to transfers to the General Fund, depreciation and less electric revenue.
- The Water/Sewer Fund decrease is due primarily due to depreciation and operating expenses.
- Cash flow from operation of the enterprise funds is positive.

- Total cash balance for the City on June 30, 2012 was $8,114,313 and on June 30, 2011 was $7,688,986.
- City took out loans in 2012 thereby increasing the cash balance.
- Fund Balance available as a percentage of General Fund Expenditures in 2012 was 45%, in 2011 was 29%, both well above the Local Government Commission requirement of 8%.
- Total long-term debt in 2012 was $6,241,193 and in 2011 was $3,463,090.

Mrs. Carpenter explained that the majority of the increase in long-term debt was due to financing for the Automated Meter Reading System, but also included a fire truck and a one-arm bandit garbage truck.

Mr. Head explained that the same material deficiency as in previous years was the number of journal entries required and preparation of the financial report.

A discussion ensued concerning the journal entries. Mr. Head explained that because of the increase in financing, the Finance Director did not have the experience to enter the financing properly on the books. He added that there were 36 journal entries.

Upon question by Councilmember Leak, Mr. Head explained that the State has not issued an opinion yet but he does not anticipate any problem with the City's audit.

MANAGEMENT TRAINEE PROGRAM

Mrs. Martin explained that she needed feedback from Council regarding the Management Trainee Program she presented the previous month.

Following discussion, motion was made by Councilmember Willis, seconded by Councilmember Leak, and unanimously carried for Mrs. Martin to hire one trainee to work in GIS/IT.

SEPTIC TANK ISSUE-MOSE LADSON

The Interim City Manager explained that Mr. Ladson lives on the dead-end of Holly Lane and the land drops off so much that Mr. Ladson's property is below the City's sewer line. Therefore, Mr. Ladson has never had City sewer and has utilized a septic tank. Over the last year Mr. Ladson has experienced problems with his septic tank and Mr. Lowery of the Scotland County Health Department has recommended that Mr. Ladson install a new septic tank; and therefore, Mr. Ladson is requesting that the City provide financial assistance.

A discussion ensued concerning this issue with the following points made:

- Mr. Ladson quoted a price of $1,400 to install a septic tank
- The possibility of installing a pump to move the sewer from Mr. Ladson's property up to the City's sewer system.

- If the City provides assistance on septic tank installation, Mr. Ladson would be required to pay the minimum charge for sewer and the City would be responsible for pumping his septic tank once per year.
- Mr. Ladson explained that he had his septic tank pumped once already this year.

Mr. Robert Ellis explained that rather than assisting Mr. Ladson with installation of a new septic tank, he suggested the City provide assistance with the purchase of a pump. He explained that this would be a better solution for Mr. Ladson, the City and the environment.

Following discussion, motion was made by Councilmember Spencer, seconded by Councilmember Willis to authorize the Interim City Manager to bring Council a recommendation along with proposed costs to the Council meeting on January 22, 2013.

WELL SITE ISSUES

Mr. Robert Ellis explained that several years ago staff had discovered that some of the City's original well sites had been plotted in the office and not actually surveyed. Therefore, the City had Joe Wampler investigate and survey the well sites. Deeds were generated, but never recorded that corrected errors in well site location. He further explained that when the City began developing a new wellhead on Well Site 7, it was discovered that the City did not control 100 feet on the front of the well site lot, and needed a 23 x 200 foot portion of property out of the right-of-way of Berwick Drive. He added that Mrs. Brenda Grubbs was contacted regarding the matter, but she expressed concern about her partners agreeing to sell the City the needed property because it would mean that when the property was developed by the Balmoral Company, LLC, the location of Berwick Drive would have to be changed from its original location on the subdivision plans.

Following further discussion, motion was made by Councilmember Willis, seconded by Councilmember Adams, and unanimously carried to authorize staff to negotiate the best solution to this well site issue and all other well sites.

SIGNS FOR NON-PROFITS AND POLITICAL SIGNS

The Interim City Manager explained that concerns had been expressed that non-profit organizations are no longer able to erect temporary signs.

Mrs. Deese explained that the City has been working with the North Carolina Department of Transportation (DOT) regarding signs in the right-of-way. Other than political and real estate signs, signs are not allowed in the DOT right-of-way. She added that signs had been picked up and the City was not as cluttered with signs.

Upon question by Councilmember Spencer, Mrs. Deese explained that DOT does not want any signs in its right-of-way; therefore a community sign along a DOT street would not be allowed.

Further discussion ensued with no action taken on this matter.

NEW COUNCIL ACTION FORM

The City Clerk explained that she had developed a new Council Action form that would replace the current Action form along with the staff reports submitted by City staff.

Following discussion, motion was made by Councilmember Williamson, seconded by Councilmember Adams, and unanimously carried to utilize the new Council Action form.

AGENDA FOR JANUARY 22, 2013

The City Manager reviewed the January 22, 2013 agenda as follows:

3) Consent Agenda

a) Consider minutes of September 18, 2012 regular meeting; September 20, 2012 Retreat; October 9, 2012 agenda workshop;

b) Consider Ordinance No. O-2013- condemning the property located at 309 Douglas Street and authorizing the Building Inspector to demolish and remove the structure

c) Authorize Mayor to execute Memorandum of Agreement – fiber to airport

d) Set public hearing to be held Tuesday, February 19, 2013 at 7:00 p.m. to consider a request for Conditional Use Permit to operate a carnival at 900 US Hwy 401 Bypass

e) Set public hearing to be held Tuesday, February 19, 2013 at 7:00 p.m. to consider a request to rezone from Residential-6 to Office/Institutional property located at 328 Douglas Street and adjoining lot

Mrs. Deese explained that the Church owned the property and would like to construct a fellowship hall. Planning Board voted unanimously to recommend approval.

f) Consider Ordinance No. O-2013- amending Chapter 16, Article IV Abandoned, Nuisance and Junked Motor Vehicles, Section 16-01. Definitions of the City Code of the City of Laurinburg

The Assistant City Attorney explained that as the current ordinance reads, if a 2012 Mercedes is sitting in someone's yard without a current license tag, it could be determined to be a nuisance vehicle. Therefore, the proposed ordinance changes the wording to have a stricter definition of nuisance.

g) Consider Resolution No. R-2013- declaring property surplus and authorizing its disposition

The Interim City Manager explained that this is retiring Chief Evans' service weapon.

PUBLIC HEARINGS

4) Consider Ordinance No. O-2013- which rezones from Residential-20 Mobile Home to Industrial approximately 54.59 acres on Heck Norton Road

DELEGATION

5) Carl Head, Gustaf C. Lundin & Company, Audit Report for FY 2011-2012

6) Oakley Collier Architect-Space Needs Analysis for Municipal Building

CITY MANAGER REPORTS

7) Amendment to LMK/Clarity Agreement

The Interim City Manager explained that LMK/Clarity is the company that provides internet service to the School System by leasing the City's fiber. Because two (2) schools were closed, the agreement needs to be amended to reflect those closures.

8) Amendment to Lease with Verizon-Water Tower

The Interim City Manager explained that Verizon is installing additional equipment on *the McColl Road water tower. This proposed amendment will increase the City's monthly revenue by $300.00 and beginning in November, there will be a 15% automatic increase.*

APPOINTMENTS

9) Beautification Committee-TDA's appointment – Cory Hughes to replace Ron Riggins

CRIME AND DRUG COMMITTEE

Mayor Parker explained that there was a question raised as to whether dissolve the Crime and Drug Committee or appoint new members. The City Clerk polled the current members and found out members who were willing to continue serving.

Councilmember Leak explained that the Crime and Drug Committee was formed for a short period of time and would only meet when there was a crisis. He suggested that the committee meet quarterly versus monthly.

Mayor Parker explained that the Committee needed direction immediately as one of the members, Noran Sanford, had developed a mentoring pilot project and needed funds to purchase t-shirts and hold cook-outs for volunteers.

Discussion ensued concerning the funding request, the appropriate funding source and the need to include the Scotland County School System and the Police Department in this program. It was also suggested to work with the Communities in School Program for funding.

Mayor Parker stated that he would fund the pilot project developed by Mr. Sanford if Council would not.

Following further discussion, motion was made by Councilmember Willis, seconded by Councilmember Adams, and unanimously carried to not dissolve the Crime and Drug Committee and ask the Committee to meet in the very near future to redirect its efforts.

Councilmember Leak explained that he wanted to step down as ex-officio member of the Crime and Drug Committee.

Mayor Parker stated that he would be involved with the Crime and Drug Committee.

COMMUNITY ACCESS CHANNEL ADVISORY COMMITTEE

Mayor Parker explained that it was necessary to reinstate the Community Access Channel Advisory Committee in order to update guidelines. The City Clerk was directed to advertise seeking volunteers and an ex-officio member from Council.

Councilmember Leak explained that he was on this Committee also and this Committee only met when necessary.

NCLM ADVOCACY GOALS CONFERENCE

The Interim City Manager explained that this conference allows League members the opportunity to thoroughly debate legislative issues directly involving municipalities. There are currently 57 goals that will be considered and narrowed down to 30. The Conference will be held on January 24th and the deadline to register is tomorrow.

CITIZEN INPUT SESSION

Mayor Parker explained that Council needed to start thinking about possible dates to hold the Citizen Input Session as well as the process that will be used. In the past, the Human Resources Director was in charge of facilitating this event.

Mrs. Martin explained that she was prepared to facilitate and would provide a listing of City services and County services.

Mayor Parker advised Council to be prepared to discuss possible dates at the next Council meeting.

PROJECT INVENTORY

The Interim City Manager provided Council with a copy of the updated Project Inventory Listing as required quarterly.

CLOSED SESSION

At 8:44 p.m., Councilmember Spencer moved to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(4), to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations; pursuant to North Carolina 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 North Carolina 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 Williamson, and unanimously carried.

At 9:41 p.m. motion was made by Councilmember Spencer, seconded by Councilmember Williamson, and unanimously carried to adjourn the closed session and resume the open session.

RETREAT

Mayor Parker explained that Council would need to meet on January 17, 2013 for the purpose of discussing the procedure for hiring a City Manager.

RECESS

Motion was made by Councilmember Spencer, seconded by Councilmember Willis, and unanimously carried to recess the meeting to Thursday, January 17, 2013 at 5:00 p.m. in the Barrett Building conference room.

The meeting recessed at 9:44 p.m.

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Thomas W. Parker, III, Mayor	Jennifer A. Tippett, City Clerk