

**CITY OF LAURINBURG  
AGENDA WORKSHOP  
APRIL 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 April 12, 2011 at 7:00 p.m. in the council room of the Municipal Building with the Honorable Thomas W. Parker III, Mayor Pro Tempore, 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 Charles L. Hicks, Jr., Assistant City Attorney.

Mayor Pro Tem Parker called the meeting to order at 7:05 p.m. Invocation was given by Councilmember Spencer.

The City Manager stated that he would like to add an additional item to the agenda which deals with a confidentiality agreement. There was a consensus among Councilmembers that the additional item be included. He then reviewed the upcoming agenda for the regular Council meeting to be held April 19, 2011.

- 1) Approval of Agenda
- 2) Consent Agenda  
*The City Manager stated that included in the consent agenda is the approval of the proposed minutes from the downtown summit held February 1, 2011, the regular meeting held February 22, 2011, and the retreat held February 25, 2011.*
- 3) Public hearing for Community Development Block Grant (Hearing #1)  
*Mrs. Brandi Deese, Zoning Officer, explained that the public hearing is needed in order to apply for Community Block Grant funding (CDBG). This is a requirement by the State and two public hearings must be conducted. She stated that the thought process was to conduct this as a blanket public hearing so that the City could apply for opportunities that may come available for City projects. She then explained that she had received additional information from the North Carolina Department of Commerce that they are in the funding cycle and that there are only funds available for housing tax credits. She also explained that the housing tax credit funding deadline is May 1, 2011. She informed Council that there is no action required by Council. The purpose of the public hearing is to receive citizen input in regards to CDBG funding.*
- 4) Public hearing for Community Development Block Grant (Hearing #2)  
*Mrs. Deese explained that this public hearing is for funding for the utility extension and sidewalk installation for the upcoming proposed 56 multi-family residential project located on Scotland Crossing Drive. She informed Council that the amount of funding is \$250,000.00. Upon question by Councilmember Ellison, Mrs. Deese stated that the grant is tied to the residential request only.*
- 5) Consider request for a conditional use permit to develop 56 multi-family residential units on Scotland Crossing Drive  
*Mrs. Deese explained that Greenway Residential Development is requesting a conditional use permit to develop a 56-unit multi-family housing complex on Scotland Crossing Drive. Planning Board has recommended this request be approved by a 5-2 vote. She then explained that there was opposition because of safety concerns, number of subsidized apartments, and the housing of*

*Laurinburg as a whole in regards to this vicinity.*

*Councilmember Spencer questioned whether a traffic study had been conducted. Mrs. Deese stated that if a traffic study has been conducted, it has been done by the developer and the zoning department has not been informed.*

*The City Manager stated that if Councilmembers have any questions between this meeting and the regular meeting to contact him or staff.*

*Upon question by Councilmember Leak, Mrs. Deese stated that property owners within 100 feet have been notified of the public hearing and that the parcel is currently zoned general business. The City Attorney informed Council that due to this request being a conditional use permit that Council should only consider what is presented at the hearing itself. He reiterated that any information that Council may need should be asked for before the meeting.*

*Mayor Pro-Tem Parker asked that there be preparation in order to give an overlay on the current zoning of parcels in the particular area.*

*Mayor Pro Tem Parker suggested that the order of the agenda be changed to allow the request for the Sports Bar/Private Membership Club to be the first public hearing; the request for the 56 multi-family residential units be listed as the second public hearing; the Community Block Grant public hearing #1 be third; and the Community Block Grant public hearing #2 be fourth. There was consensus among Councilmembers that the order of public hearings be changed.*

- 6) Consider request for a conditional use permit for the operation of a Sports Bar/Private Membership Club located at 228 North Main St.

*Mrs. Deese stated by Mr. Henry Lloyd is making the request. She explained that this request may be the most palatable received and still needs a watchful eye from the Board. The Chief of Police has reviewed the plans and has no concerns at the present time.*

- 7) Discussion on Electric Rates and development process - ElectriCities of NC and Ned Fowler & Associates

*The City Manager stated that Council had previously discussed electric rates and the development process. He explained that representatives from ElectriCities of NC and the City's electrical engineers would be present to explain and answer questions regarding electric rates.*

- 8) Call for public hearing to close out the 2008 Community Development Block Grant (CDBG infrastructure Project 08-C-1860) for Creedle and Morris Streets

*The City Manager explained that the Creedle and Morris Streets grant is being closed out and this is a procedural requirement to do so.*

- 9) Research on Unlicensed Motor Vehicles/Excess Vehicles

*The City Manager explained that there have been a number of complaints about the number of unlicensed vehicles located on private residential property.*

*Mrs. Deese explained that some residents have between 7-12 vehicles that are not utilized on a regular basis on their property and that are being stored on the front side and rear areas of their property. She stated the City's current ordinance prohibits nuisance vehicles if they are inoperable. The current ordinance does not require that the vehicle have license tags or insurance; the owner only needs to prove that the vehicle is operable (i.e. can move back and forth). In order to address the current complaints, the nuisance ordinance would need to be amended to prohibit vehicles that are not properly licensed or perhaps even limit the number of vehicles allowed per residence. She then explained that she had researched how other communities deal with the issue, and this information will be provided at the regular meeting. Councilmember Leak mentioned that this issue was discussed at a previous joint meeting between the City and Scotland County. He stated that the County also has an ordinance on junk vehicles. He stated that he would like to find out what the County's ordinance states.*

*There was consensus among Councilmembers that this request be tabled until the May meeting so that more research can be conducted and so that the County ordinance can be reviewed.*

- 10) Authorize the Mayor and City Clerk to sign an agreement between the City of Laurinburg and the North Carolina Department of Transportation for improvements on Bridge No. 39 over US 74 Business and NC 79 on US 15-401-501 in Laurinburg

*The City Manager stated that item authorizes the Mayor and City Clerk to sign an agreement for a bridge project that is going to occur in 2012. The bridge is located over US 74 Business and NC 79 on US 15-401-501 in Laurinburg.*

*Stacey McQuage, Public Utilities Director explained that the North Carolina Department of Transportation is repairing the bridge and that it is their project. This agreement is required by the State in order to repair bridges inside the City limits. There is no cost to the City.*

- 11) Authorize the Mayor to execute agreement between the City of Laurinburg and Gustaf C. Lundin & Company, LLP for auditing services of the City of Laurinburg's 2010-2011 financial records  
*The City Manager explained that this agreement allows Gustaf C. Lundin & Company to conduct the City's financial audit for 2010-2011*

- 13) Quarterly financial update for the City of Laurinburg (consent agenda)

*The City Manager asked Council if they wanted the financial report discussed at the regular meeting also. There was consensus to discuss the report at the agenda workshop and to list it under the consent agenda during the regular meeting.*

*Mrs. Cindy Carpenter, Finance Director, reviewed the quarterly report. She stated that the target for this time of year is 75% of the current budget. She explained that the General Fund revenues are at 76.88% and the expenditures are at 73.87%. There is no department out of compliance at this time.*

*Upon question by Councilmember Parker, Mrs. Carpenter explained that the Beautification Department is over budget. She stated that it is because of capital line items that are one time purchases. The City Manager explained that the Beautification projects were divided in several areas such as electric and non departmental. He explained that trees have been ordered to be planted on the north and south sides of town and that the City is preparing to install the lights on Lauchwood Drive which are funded through the electric department. .*

*Mrs. Carpenter explained that the main expenditure in the Beautification Department is other improvements which include the purchase/planting of trees and tree removal that the City conducts every year.*

*Mr. McQuage stated that the tree takedown cost more this year and caused the over spending.*

*Mrs. Carpenter explained insurance reimbursements that the City will receive*

*She then explained that she anticipates that the Animal Control line item will be over budget because of a new employee that has been hired to fill the position and training has increased.*

*She stated that this position has never incurred overtime and that this person is being called back after hours and responding. She explained that backup for animal concerns is the Scotland County Animal Control Department - especially on weekends.*

*She continued explaining the financials of the City and stated that the Electric Fund revenues are at 76% and that the expenditures are 67.88%. She then explained that the Building and Maintenance Department is at 80.2% and that this results from a combination of the fact that in last year's budget building and maintenance was listed in the General Fund and this particular department employee is actually working at public works which keeps the line items in each specific fund to determine how much money is being spent in cleaning city facilities. There may be some overtime in this department because of after hour cleaning such as stripping floors and waxing that cannot be completed while employees are at work. This will also be included in the Water/Sewer Fund.*

*Mrs. Carpenter stated that the Water/Sewer Fund's revenues are 67.91% compared to what was budgeted and the expenditures are 49.79%. She explained that there are employees being charged to two different line items which are charged at 50-50. This year there has been more work in water distribution. She stated that she anticipates a budget amendment on water distribution, and those funds will be moved from sewer collections and will stay within the same fund.*

*The City Manager stated that there are some capital expenditures such as wells to be completed or renovated in this budget year.*

*Upon question by Councilmember Ellison, Mrs. Carpenter stated that the Local Government Commission requires a minimum of 8% in the General Fund.*

*Mrs. Carpenter concluded by stating that the Solid Waste Fund's revenues are 76.87%. She explained that a negative figure of \$236,000.00 appears in the capital expenditures. She informed Council that this is not an over expenditure. The money has been spent but financing is there for this fund, and the financial institutions are awaiting receipt of titles before funding the loans.*

- The final figures for the entire budget at this time are 56.68%.*
- 14) Consider Dates to review proposed 2011-2012 budget  
*The City Manager stated that he would like to present the proposed 2011-2012 budget at the May 17, 2011 regular meeting. He then stated the he is proposing May 24, 2011 beginning at 6:30 p.m. to review the General Fund. He also stated that on June 7, 2011 beginning at 6:30 p.m. Council would review the Enterprise Funds and then at the regular meeting June 21, 2011 conduct the public hearing on the proposed 2011-2012 budget. Council would then adopt the budget at that time or later. The proposed budget must be adopted by June 30, 2011.*
- 15) Discussion on Employee Survey and Pay and Classification Plan  
*The City Manager explained that at the work session there was discussion concerning employee morale and how they view their role in the organization; how they view management; and how they feel they are treated. He stated that arrangements have been made with the Employment Security Commission to conduct a survey of all employees. He informed Council that the survey will begin the week of April 25, 2011 and the results of the survey will be returned from the Employment Security Commission to the City Clerk the second week in May. He then explained that a proposal has been received for the Pay and Classification Study from the North Carolina League of Municipalities (NCLM). He stated that the cost would be \$18,000.00 and that we could begin the project in early May and end in mid September. He explained that the idea is to get certain changes that he has made, some changes that were made in the prior year and some changes that will be recommended in the budget incorporated in the information provided so that it will be up to date with salaries as well as job descriptions. He informed Council that the study would be through the NCLM with Springsted, Inc. He disclosed that he was employed by Springsted three years ago. A discussion ensued about the Pay and Classification Plan study. The City Manager stated that funds were currently available in the Police Department and that half could be paid in this year's budget and the other half would be included in the proposed 2011-2012 budget. Councilmember Parker stated that he prefers to wait until the employee survey is completed before considering the time frame for the pay and classification plan study. Councilmember Spencer stated he prefers that the cost of the pay and classification plan study be included in the proposed 2011-2012 budget. Councilmember Ellison stated that she would like to receive survey results before a consultant is hired. There was a consensus among Council that this item will be discussed at the May meeting.*
- 15) Summer Youth Programs  
*Councilmember Spencer stated that this item is to discuss a City Summer Youth Program. He stated that the City provided summer programs for youth last year and wanted to find out if Council chooses to do so again. He explained what the program consisted of last summer. Councilmember Leak would like St. Andrews Presbyterian College to be considered as a partner. Councilmember Parker suggested that each Councilmember provide information to Councilmember Spencer regarding their thoughts for the summer youth program. He then can put a program together that encompasses Council desires. Councilmember Ellison stated that she would like the planning session to begin early. She also stated that she feels there should be a programming component, physical activity, and speakers who will direct the youth in a positive direction. There was consensus among Council that Councilmember Spencer bring back a plan for Council review. Councilmember Parker stated that he and Councilmember Leak yield to Councilmember Spencer's proposal. Councilmember Ellison has given her request. Councilmember Spencer stated that his direction is to work with St. Andrews Presbyterian College, Richmond Community College, Scotland County Parks and Recreation, and the Wildlife division of the State, and to hold the budget at a reasonable cost.*
- 16) Discussion of informal bidding laws  
*The City Manager stated that at last month's Council meeting there was discussion on roof repairs and the bidding process. He informed Council that since then there have been two storms that have caused more damage to the Barrett Building. He explained that the City follows the*

*State bidding laws and that, for a project of this type, if the cost is less than \$30,000.00 there is not a requirement for competitive bidding unless Council desires it or establishes a threshold less than \$30,000.00 requiring it. He informed Council that another bid had been received in the amount of \$12,600.00 which was \$167.00 more than the previous bid.*

*A discussion ensued on the informal bidding process and the consensus among Councilmembers is to proceed with the proposed budget amendment for roof repairs on the upcoming agenda.*

17) Confidentiality Agreement

*The City Manager explained that the City is conducting a project for an industry and needs to obtain information on their water and sewer rates in order to complete a financial and engineering analysis. He stated that the Company has to obtain the information from a third party; therefore, Council needs to give permission to the City Manager and the City Clerk to sign a confidentiality agreement that is being completed by the City Attorney.*

*Motion was made by Councilmember Spencer, seconded by Councilmember Leak, and unanimously carried that the City Manager execute the Confidentiality Agreement.*

The City Manager stated he would like to summarize the upcoming agenda as discussed at this workshop. He stated that:

- The public hearings are to be rearranged in order that the two Community Development Block Grant hearings are heard after the conditional use permit requests
- Electric representatives are to present at the upcoming meeting April 21, 2011
- Discuss the Unlicensed Motor Vehicles/Excess Vehicles at the May meeting
- Consent agenda items are: Agreement with the North Carolina Department of Transportation, agreement with Gustaf C. Lundin & Company for financial auditing; and the quarterly report of the City of Laurinburg
- Dates for the budget workshops
- Begin on employee survey and wait on Pay and Classification Plan until survey completed
- Summer Youth Program - information to Councilmember Spencer and he will develop plan for the proposed 2011-2012 budget
- Budget Amendment for roof repair

Councilmember Ellison stated that during Council's retreat, a calendar was discussed regarding items to be reported at this meeting. She explained that two items were ways to increase recycling revenues and when OSHA would be available to discuss safety requirement with employees.

The City Manager stated that he is still waiting on confirmation about the items and would have that in the next week or so. He also stated that he had emailed Council information about current recycling figures. He explained that the information would be available during the budget process.

## **ADJOURNMENT**

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

The meeting adjourned at 8:32 p.m.

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Matthew Block, Mayor

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Dolores A. Hammond, City Clerk