

**CITY OF LAURINBURG
AGENDA WORKSHOP
NOVEMBER 13, 2012
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 November 13, 2012, 2011 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 Edward F. Burchins, City Manager; Jennifer A. Tippet, City Clerk; and William P. Floyd, Jr., Assistant City Attorney.

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

Mayor Parker welcomed Amy Martin, the City's new Human Resources Director.

AGENDA-NOVEMBER 20, 2012

The City Manager reviewed the agenda for the November 20, 2012 council meeting.

Consent Agenda

a) Approve minutes of the following meetings: June 12, 2012 agenda/budget workshop; June 18, 2012 budget workshop; June 19, 2012 regular meeting; and June 21, 2012 recessed meeting

b) Approve Resolution No. R-2012- Supporting Submission of Pedestrian Planning Grant

Mrs. Deese explained that this grant was for a pedestrian planning grant from NC DOT which required the City match 30% or \$9,600

c) Set public hearing to be held at 7:00 p.m. on December 18, 2012 in the council chambers of the Municipal Building to consider a request for a Conditional Use Permit for an off-premises sign to be located at the intersection of McColl Road and Leisure Road

Mrs. Deese explained that this billboard was affected by the recent changes to the UDO as it had previously been grandfathered in the regulations. Because the owner made changes to it, it was no longer grandfathered and the owner needed to obtain a Conditional Use Permit to continue maintaining the billboard at this location.

d) Set public hearing to be held at 7:00 p.m. on December 18, 2012 in the

council chambers of the Municipal Building to consider a request to amend Appendix M of the Unified Development Ordinance

Mr. McQuage explained that the changes were necessary to reflect modern standards. He added that the State had approved the changes.

e) Set public hearing to be held at 7:00 p.m. on December 18, 2012 in the council chambers of the Municipal Building to consider a request to rezone from Residential-6 to Office/Institutional property located at 1019 Shaw Street

Mrs. Deese explained the Union Grove Baptist Church would like to rezone all of its property in order to construct a fellowship hall.

f) Consider Ordinance No. O-2012- amending the 2012-2013 Budget Ordinance for the Urban Forestry Grant by receiving grant funds in the amount of \$14,100 and move from the General Fund Contingency to Grounds & Maintenance- Beautification Trees the City's match of \$1,400, for a total of \$15,500

g) Authorize the Mayor and City Clerk to execute Municipal Agreement with North Carolina Department of Transportation for the Hwy 74 Lighting Project
The City Manager explained that the agreement would be presented at the NC DOT December Board meeting.

h) Consider Ordinance No. O-2012- amending the 2012-2013 Budget Ordinance for the Hwy 74 Lighting Project

The City Manager explained that the TDA will pay \$100,000 with the City paying \$255,000 of the cost of this project. A budget ordinance is necessary in order to accept the \$100,000 from the TDA.

Mrs. Carpenter explained that the contract with NC DOT requires one check from the City, and that this budget amendment simply allows the City to receive the \$100,000 from the TDA.

i) Authorize Mayor and City Clerk to execute Memorandum of Understanding between the City of Laurinburg, the Town of Maxton and the Laurinburg-Maxton Airport Commission for Loan of \$200,000

The Assistant City Attorney explained that he had prepared a draft and provided to the Town of Maxton and LMAC. He added that this will protect the City's equity position.

PUBLIC HEARINGS

4) CDBG Grant (continuation from October 16, 2012 council meeting)

5) Consider authorizing the Mayor and City Clerk to execute Economic Incentives Agreement

CITY MANAGER REPORTS

6) Consider Resolution No. R-2012- Preliminary Resolution for Street Improvements to Beta Street Without Petition and with Assessment

A lengthy discussion ensued concerning the two (2) issues, street improvements and ditch improvements, on Beta Street.

7) Present Raw Water Study Report

The City Manager explained that the Engineer was having trouble completing the report because it was difficult to separate water and wastewater revenues from the information provided by LMAC.

INTRODUCTION OF AMY MARTIN

Ms. Martin presented an overview of projects that she will undertake in the first six (6) months and one (1) year, including the following:

- Begin on-line recruitment software along with NEOGOV
- Work on diversity recruiting
- Based on employee survey feedback, look at low cost ways to improve morale

Upon question by Councilmember Leak, the City Manager explained that Benita Mullis was continuing to handle risk management issues in conjunction with the North Carolina League of Municipalities.

Upon question by Councilmember Leak, the City Manager stated that Mrs. Martin is aware that Council would like for her to live in Scotland County, and that when she sells one (1) of her homes, she intends to relocate to Scotland County.

SIDEWALK FUNDING FOR W. CHURCH ST. FROM THE BYPASS WEST TO THE CITY LIMITS

The City Manager explained that staff was working with NC DOT to make the intersection of West Church Street and Scotland High School Drive safer by adding sidewalks and a pedestrian crossing lane. He added that Councilmember Adams requested that staff investigate installation of a sidewalk from the Wilco Hess station to the City limit line at US Hwy 79 on the southern side of West Church Street. He further added that there are grant possibilities with the City paying 100% of the costs upfront with 20% reimbursement from DOT. He requested guidance from Council before getting cost estimates for said projects.

Councilmember Leak suggested that all areas of Laurinburg be considered for sidewalks.

Following discussion, it was consensus of Council for the City Manager to have cost estimates prepared including consideration of doing the project in phases.

STORM DRAINAGE CONCERN

Mayor Parker stated that the issue of storm drainage on Beta Street had been resolved.

REPORT ON BROADBAND SYSTEM INVENTORY AND RECEIVE COUNCIL INPUT ON STRATEGIC APPROACH TO SYSTEM EXPANSION

The City Manager introduced Ted McGavran and Bruce Fowler of McGavran Engineering who presented a PowerPoint on the City's broadband system inventory and potential business opportunities with broadband including partnering with MCNC. The following items were discussed:

- Conducted inventory of the City's fiber optic system to include condition of the fiber
- Initial fiber installed by City 20 years ago would need to be upgraded to 96 count fiber in order to tie into the MCNC system
- Fiber built out to the schools is 96 count fiber
- Fiber system and working with MCNC will provide the City great opportunities with broadband to also possibly include Lumber River EMC, AT&T and Time Warner as well as cell phone providers
- Possibility of providing hotspots for wireless service

Following further discussion, it was consensus of Council for McGavran Engineering to continue working to develop a contract with MCNC.

LET CITY CLERK KNOW BY NOV. 21ST IF YOU WANT TO RIDE IN CHRISTMAS PARADE ON DEC. 1ST

Mayor Parker requested that the Councilmembers let the City Clerk know by November 21, 2012 if they wanted to ride in the December 1, 2012 Christmas Parade.

DECLARE PROPERTY SURPLUS IN EXCHANGE FOR VALVE TOOL

Mr. Stacey McQuage explained that he would like to add to the November 20, 2012 consent agenda declaration of a piece of equipment surplus to trade in for valve insertion tool.

Following discussion it was consensus of Council to add this item to the November 20th consent agenda.

Upon questions by Councilmember Willis, the City Manager stated that the automated meter reading system was testing at 92% on a dummy run. He added that out of the 15 repeaters of the system, three (3) repeaters continually reset themselves and the dummy run was not completed because of this. He further added that research is being conducted to determine why the three (3) repeaters are resetting themselves.

REVIEW CITY COUNCIL GOALS AND PROJECT INVENTORY LIST

The City Manager explained that the Project Inventory List had been used for several months to track projects for Council. He added that because of the list of goals provided by Council, he incorporated the goals into the Project Inventory List. He discussed the following:

- Fiber Business Plan which is underway.
- Maintain partnership with LDRC. Brandi Deese is the City's point person.
- Develop Crime Plan and action plans on how to address the top three (3) crime risks and plan to decrease arrests of 20-24 year olds. Chief John Evans is developing these plans.

- Look for new revenue streams. Discussion ensued concerning MCNC and pole attachment agreements.
- Development of employee evaluation system – pay for performance system to begin in 2013-2014.
- Urban Forestry Project. Currently do not have certified arborist on staff, but Rodney Byrd is working towards this goal.
- Travel Reports by City Manager and Department Heads to begin December 1st.
- Management Trainee Program. The HR Director is working on developing this program.
- Budget Management Procedures.
- Purchasing Policy and Procedures Manual.
- Personnel Policy-The HR Director is working on this item.
- Communication Plan-The City Manager asked for clarification from Council if email or printing of documents for Council was desired. He wanted to know the best way to present information to Council to ensure that all members of Council receive information.
- Update on Community Development Block Grant.

Discussion ensued concerning the format of the Management Goals and Project Inventory List with the following comments:

- Councilmember Willis stated the information presented was too vague and needed to be measured monthly. He then submitted a proposed format for the Managerial Goals.
- Mayor Parker suggested the Project Inventory be a separate document from the Managerial Goals.
- Mayor Parker suggested that the City Manager review the proposed format for the Managerial Goals and submit to Council by December 1st for Council review.

CRIME AND DRUG COMMITTEE

A discussion ensued regarding a letter a concerned parent sent Councilmember Leak. Mayor Parker stated that he would attend the next Crime and Drug Committee meeting and he invited all members of Council to attend.

ECONOMIC DEVELOPMENT

Mayor Parker discussed the proposed statement for the City's role in economic development to be submitted to the Steering Committee of the Economic Development Group.

Following discussion, it was consensus of Council that the City's role in economic development is as follows:

The City of Laurinburg's role in economic development is three-fold: 1) funding and participating in The Scotland County Economic Development Corporation, 2) funding and partnering with the Laurinburg Downtown Revitalization Corporation, and 3) funding and participating in the Laurinburg/Scotland County Area Chamber of Commerce. The City strives to be user-friendly and aggressive in its role of economic development and supporting efforts to market the City. The City also partners with public and non-profit entities to develop and improve infrastructure that will enhance economic development opportunities.

Mayor Parker stated that he would not be present for the November 20, 2012 Council meeting.

CLOSED SESSION

At 8:52 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 10:35 p.m., motion was made by Councilmember Willis, seconded by Councilmember Adams, and unanimously carried to adjourn the closed session and resume the open meeting.

Upon questions by Councilmember Willis, the City Manager explained that the renovations in the Barrett Building were to create a place where employees or prospective employees could sit. He added that no work had been done on said renovations.

ADJOURNMENT

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

The meeting adjourned at 10:36 p.m.

Thomas W. Parker, III, Mayor

Jennifer A. Tippet, City Clerk