

**CITY OF LAURINBURG
CITY COUNCIL WORKSHOP MEETING
FEBRUARY 12, 2013
W. CHARLES W. BARRETT BUILDING
305 WEST CHURCH ST.
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 (arrived at 7:04 p.m.), 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 Willis gave the invocation.

APPROVAL OF AGENDA

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

AGENDA FOR FEBRUARY 19, 2013

The Interim City Manager reviewed the agenda for the February 19, 2013 regular meeting as follows:

- 3) Employee Retirement Recognition-Robin McLaurin Roeben
- 4) Administration of Oaths of Office-Firefighters
- 5) Proclamation to declare March Red Cross Month
- 6) Consent Agenda
 - a) Approve minutes of October 9, 2012 agenda workshop, October 16, 2012 regular meeting; and October 23, 2012 recessed meeting
 - b) Tax Releases and Discoveries- Diane Chavis, Tax Collector
 - c) Authorize Tax Collector to Advertise Tax Liens during the week of March 4-8, 2013
Mrs. Carpenter explained that the current collection rate is between 95% to 96%
 - d) Authorize Mayor, Interim City Manager and City Clerk to Sign Adoption of Records Retention and Disposition Schedule
 - e) Resolution No. R-2013- establishing a policy for council vacancies
The Assistant City Attorney requested further guidance on the procedure Council wants once the departing Councilmember nominates an individual to fill his seat - nomination or election process. Following discussion, this item was removed from the February

Consent Agenda and will be presented in March.

PUBLIC HEARINGS

- 7) Consider request for a Conditional Use Permit to operate a carnival at 900 US 401 Bypass from April 4-14, 2013
- 8) Consider Ordinance No. O-2013- rezoning from Residential-6 to Office/Institutional the property located at 328 Douglas Street and adjacent lot for expansion of church for fellowship hall

DELEGATIONS

- 9) W. K. Dickson - Consider Report on the Leith Creek Outfall and Evaluation and Preliminary Engineering (NC Rural Center Grant)
The Interim City Manager explained that Council needed to vote to accept the report as part of the grant process.
- 10) John Sugg, Treefull Communities – Report on Urban Forestry Grant
The Interim City Manager explained Mr. Sugg would present the report which was funded by a 2012 grant from Forestry Service.
Upon question by Councilmember Adams, Mrs. Deese explained that a grant application will be submitted in order to complete the tree survey.
Upon question by Councilmember Leak, Mrs. Deese explained that Progress Energy has an easement on Crepe Myrtle Avenue and cut down all of the Crepe Myrtles. She added that staff will work with Progress Energy to replant according to its standards.
- 11) Ryan Nance, Lumber River Council of Governments – Update on COG activities
- 12) Carl Head, Gustaf C. Lundin & Co. – Audit for FY 2011-2012
- 13) Jerry Glover-Request for refund of Petition Fee (Beta Street Improvements)

Councilmember Williamson requested that staff investigate better audio-visual capabilities in the Council room. Following a brief discussion, this task was assigned to the City Clerk and Mrs. Deese.

APPOINTMENTS

- 14) Crime and Drug Committee – Mary H. Evans
Mayor Parker explained that the Crime & Drug Committee is being refocused and Noran Sanford is the secretary.

FINANCIAL UPDATE

Mrs. Carpenter provided the Financial Update for the first seven (7) months of FY 2012-2013 with the following items highlighted:

- Expenditures should be at about 58%
- Revenues at 69%. Property taxes continue to be received. Some revenue is paid once a year and will be received later in the year.
- Salaries are little higher because there was an extra payroll in January. In the Administration budget, 420, paid out \$9,000.00 in vacation, and there may be a problem in this line item later in the year.
- Problem areas in Human Resources, 421, because overspent on capital expenditures, travel and schools overspent by over \$10,000.00 prior to arrival of new HR Director, and

paid out vacation of \$5,000.00. The total over-expenditure currently is \$19,000.00. Hopefully money can be moved around within the General Fund so that Fund Balance will not have to be touched.

A discussion ensued concerning a cap on maximum vacation accrual. Mrs. Martin explained that this matter will be addressed in the updated Personnel Policy.

Discussion ensued concerning overtime and comp time for exempt and non-exempt employees.

- A copier was purchased that affected several departments, 410, 420, 501, 503, 504, 505 and 506 which was a management decision, not staff's recommendation.
- Two (2) employees retired out of Cemetery, 506, so there was approximately \$13,000.00 paid out for vacation, both of which were unexpected.
- General Fund revenue is at about 55.83% revenues versus expenditures, difference of about \$687,000.00
- Electric Fund revenue is at 55%.
- Operating expenses for Electric Administration, 720, may require a budget amendment due to unexpected expenditures for McGavran Engineering.
- Overall Electric Fund revenue is about 52.85%. Revenue versus expenditures is about \$753,000.
- Water revenue is at about 49%. No concern for any of the departments in Water/Sewer Fund.
- Water Distribution – capital outlay is a little high because there was a one-time expenditure.
- On all enterprise funds, revenue is one (1) month behind because billing is on a one-month behind cycle. The last billing for FY 2012-2013 will be the July billing.
- Revenue versus expenditures in Water/Sewer is about \$523,000.
- Solid Waste revenue is at about 48.55%. Expenditures at about 43.78%.

SIDEWALK PROJECT

The Interim City Manager explained that the Sidewalk Project was listed in the Project Inventory as sidewalk construction from the Wilco Hess station on West Church Street west to the City limit line. He added that the project had been divided into three (3) phases as follows and according to NC Department of Transportation (DOT) there may be some grant funding available to pay for 80% of the sidewalks and wheelchair ramps with 20% City match. He further added that curb and gutter would be required on the sidewalk side of the street, and the City would be responsible for paying for those costs. He then discussed the following with regard to the Phases:

- Phase I – Wilco Hess station to Forest Road. Curb and gutter exists. There is potential for a \$7,300.00 grant. The City would incur \$3,000.00 in costs, for a total cost of this Phase of \$10,650.00
- Phase II – Forest Road west to Bundy Lane. There is no curb and gutter, so it would have to be installed. Potential grant funding of \$7,260.00, City funding of \$44,935.00 for a total cost of this Phase of \$52,195.00.

- Phase III- Bundy Lane to Turnpike Road. There is no curb and gutter, so it would have to be installed. Potential grant funding of \$16,120.00, City funding of \$139,550.00 for a total cost of this Phase of \$155,670.00.

Upon question by Councilmember Leak, Mr. McQuage explained that the City contracts curb and gutter installation.

A discussion ensued concerning assessing property owners for curb and gutter installation.

The Interim City Manager then requested direction from Council on how to proceed, either in phases or the entire project.

A discussion ensued concerning the need for sidewalks along Aberdeen Road, also a State-maintained highway with no curb and gutter. The Interim City Manager stated that the City had received a request to install sidewalks along Aberdeen Road.

Councilmember Adams discussed the need for a sidewalk from the Hess station into the high school.

Mr. McQuage explained that the first segment of the road into the high school is a State road.

Councilmember Adams explained that she had talked with Roger Ammons of the School System, and he assured her that the School System would put the remainder of the sidewalk going up to the high school.

The Interim City Manager explained that curb and gutter would be required on this project as well.

Following further discussion, the City Manager clarified that Council wanted staff to proceed with Phase I of the Sidewalk Project as presented and then include the other phases in prioritizing sidewalks for the whole City to be consideration in the Fiscal Year 2013-2014 Budget.

Upon question by Councilmember Adams, Mayor Parker explained that the City would have to petition the State to install designated crosswalks at the intersection of West Boulevard and Highway 401 near Wal-Mart, at the intersection of Plaza Road and Highway 401, and at the intersection of Ford Drive and Highway 401.

LEASE AGREEMENT – DOWNTOWN PARKING LOT

The Interim City Manager explained that in June 2012, a lease agreement between the owners of the parking lot located at the intersection of Gill Street and West Railroad Street was tabled and interest in reviving this lease had been expressed. He added that the lease would give the City authority to provide basic maintenance. He further added that because of liability issues and the need for a title search recommended by the City Attorney, a new agreement would have to be

developed with Laurinburg Downtown Revitalization Corporation (LDRC) being responsible for the legal costs.

Following discussion, Councilmember Williamson said he would discuss this issue with Jim Willis and LDRC to clarify what LDRC wants, and Mayor Parker requested that Mr. McQuage provide the paving costs, patching costs, sweeping costs and any other costs that might be associated with the City maintaining the parking lot.

JULY 4TH FIREWORKS DISPLAY

The City Clerk explained that preliminary discussions were being held about hosting the July 4th Fireworks Display at another location and possibly have other activities prior to the fireworks. She explained that the cost of the fireworks would be the same as previous years, \$11,000.00.

Councilmember Leak stated that he attended the Recreation Committee meeting and was aware of the plans, and he was concerned about having the fireworks display at the Morgan Recreation Center. He expressed concern about transportation issues at the site.

Further discussion ensued concerning proposed plans for the July 4th Fireworks Display.

TRAVEL REPORT FROM CITY CLERK

The City Clerk presented her travel report from attendance at the Annual Clerks' Academy.

Following a brief discussion, it was consensus that the report contained too much information for Council.

UPCOMING EVENTS

The Interim City Manager mentioned the following upcoming events and requested that any Councilmember wishing to attend notify the City Clerk.

- a. State of the Community, Chamber event, on February 21st
- b. Town Hall Day on March 27th

CLOSED SESSION

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 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 Willis and unanimously carried.

At 9:26 p.m., motion was made by Councilmember Williamson, seconded by Councilmember Adams, and unanimously carried to adjourn the closed session and resume the regular meeting.

ADJOURNMENT

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

The meeting adjourned at 9:27 p.m.

Thomas W. Parker, III, Mayor

Jennifer A. Tippett, City Clerk