

**CITY OF LAURINBURG
CITY COUNCIL WORKSHOP MEETING
MARCH 12, 2013
W. CHARLES W. BARRETT BUILDING
305 WEST CHURCH ST.
7:00 p.m.**

The City Council of the City of Laurinburg held an agenda meeting on March 12, 2013 at 7:00 p.m. in the conference room of the W. Charles Barrett Administration Building with the Honorable Kenton T. Spencer, Mayor Pro Tempore presiding. The following Councilmembers were present: Mary Jo Adams, Kenton Spencer, Andrew G. Williamson, Jr. and J. D. Willis. Mayor Thomas W. Parker, III arrived at 7:05 p.m. Councilmember Curtis B. Leak was absent.

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

Mayor Pro Tempore Spencer called the meeting to order at 7:00 p.m. and gave the invocation.

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

AGENDA FOR MARCH 19, 2013

The Interim City Manager discussed the agenda for the March 19, 2013 regular Council meeting:

- 3) Swearing in of Fire Chief
- 4) Consent Agenda
 - a) Approve minutes of October 23, 2012 recessed meeting
 - b) Authorize Interim City Manager to execute Agreement with East Coast Pyrotechnics, Inc. for July 4th Fireworks Display for \$11,000.00
 - c) Consider Resolution No. R-2013- amending the City's Personnel Policy

Discussions were held concerning the following:

- *Reclassification request*

Mrs. Martin explained that since the Springsted Study was conducted, if an employee had been given additional duties that were not included in the job description, the employee could request a reclassification of his position. The request would be presented to the employee's supervisor, and if the supervisor concurred, then sent to the Department Head, then Human Resources and finally to the City Manager for approval.

Following discussion, it was consensus of Council that prior to the City Manager approving any reclassification request, the request be discussed with Council.
- *Callback and standby pay*

Mrs. Martin explained research of other municipalities and as highlighted in the Springsted study, the City was not competitive with other cities. She explained callback and standby pay and the proposed change in the Personnel Policy. She added that the cost would be approximately \$29,000.00 per year for the change.
- *Work Hours*

The Interim City Manager explained that with the 4/10 workweeks, all City services are covered Monday through Friday as some employees work Monday-

Thursday and others work Tuesday-Friday.

Mrs. Martin explained the 9/80 schedule. She added that the schedule is being testing in Customer Services, the Police Department and in the Barrett Building.

- *Holidays*

Mrs. Martin explained that a floating holiday was added primarily for veterans to be able to take Veterans Day off as they will have first choice to take that day. Otherwise, the floating holiday is of the employee's choosing subject to approval of the Department Head.

- *Vacation Accrual*

Mrs. Martin explained that the maximum vacation accrual had been changed to 30 days.

d) Set public hearing to be held on Tuesday, April 16, 2013 at 7:00 p.m. in the Council chambers to consider a request for a Conditional Use Permit to construct a Solar Farm on Johns Road/US 15-501 Bypass

Mrs. Deese explained that Planning Board unanimously recommended denial of this request. She added that some of the concerns expressed included drainage issues and buffer requirements.

e) Authorize Interim City Manager and City Clerk to execute contract for Police Department Website

The Interim City Manager explained that the Police Department has a separate website from the City's; however it is linked to the City website. He added that Interim Chief Monroe wanted the verbal agreement in writing.

f) Consider Resolution No. R-2013- to support Laurinburg-Maxton Airport's exploration of purchasing the WestPoint Water and Wastewater Treatment Plants

g) Consider Ordinance No. O-2013- condemning the property located at 219 Center Street and authorizing the City Building Inspector to demolish and clear the property

PUBLIC HEARINGS

5) Economic Development Grant (Required 2nd Public Hearing)

DELEGATION

6) Bruce Fowler, McGavran Engineering-Electric Rate Study

APPOINTMENTS

7. Crime & Drug Committee: Juliette McMillan (LHA Representative), Tamara Davison (replace Larry Johnson, School System) and reappoint Wanda Bethea

AGENDA WORKSHOP

TRAVEL REPORTS

Following a brief discussion, it was consensus of Council for the Manager and Department Heads to submit only the Travel Expense Report to be included in the City Manager's Weekly Update provided a file on the travel was kept by the employee in the event Council had questions.

Following discussion, staff was directed to research going to a per diem travel rate.

HUGHES MARKETING CONTRACT

The Interim City Manager explained that the former City Manager initiated a contract with Hughes Marketing Group to provide a strategy for brand marketing the City, particularly the

utilities. He explained that once the contract was discovered, it was immediately terminated; however, because Mr. Hughes had performed work the City negotiated payment of \$4,250.00 to Mr. Hughes. He added that each calendar year ElectriCities provides a \$2,000.00 grant for marketing.

Councilmember Spencer stated that he felt this information should be tabled at this time until it can be discussed as part of the strategic plan and in the budget process.

Upon question by the Interim City Manager, it was consensus of Council to have Mr. Hughes present his information to Council at some point.

BRANCH'S CAR CARE PROPERTY

Mrs. Deese provided an update to Council on the status of Branch's Car Care property. Discussion ensued concerning the contamination issue. Mrs. Deese will discuss this matter further with BB&T, which holds a lien in excess of \$110,000.00.

PURCHASING POLICY

The Interim City Manager discussed the proposed Purchasing Policy that provides internal procedures for staff and which complies with all requirements of the North Carolina General Statutes.

DEPARTMENT HEAD MEETING

Mayor Parker explained that he attended the Department Head meeting this morning and had a good discussion with the Department Heads. Topics discussed included tuition assistance for staff development and the Management Trainee.

MEETING REGARDING UTILITY BILLING

Mayor Parker explained that he and the Interim City Manager will meet Thursday with the County Manager and the Chair of the Board of Commissioners to develop a better relationship with the County. He added that one topic to be discussed is scheduling of utility billing as it impacts the Scotland County Department of Social Services. He further added that the Finance Director will be involved in this discussion.

CITIZEN INPUT SESSION

The Interim City Manager reminded Council that the Citizen Input Session would be held on Thursday, March 14, 2013 at 6:00 p.m. at the A.B. Gibson Center.

A discussion ensued concerning the way the session would be handled.

CLOSED SESSION

At 7:56 p.m., Councilmember Spencer moved to go into closed session 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 Adams, and the vote was unanimous.

At 9:27 p.m., motion was made by Councilmember Spencer, seconded by Councilmember Williamson, and unanimously carried to adjourn the closed session and resume the open meeting.

ADJOURNMENT

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

The meeting adjourned at 9:28 p.m.

Thomas W. Parker, III, Mayor

Jennifer A. Tippett, City Clerk