

**CITY OF LAURINBURG
CITY COUNCIL AGENDA WORKSHOP MEETING
AUGUST 13, 2013
W. CHARLES BARRETT BUILDING
305 WEST CHURCH ST.
7:00 p.m.**

The City Council of the City of Laurinburg held an agenda meeting on August 13, 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, Andrew G. Williamson, Jr. and J. D. Willis.

Also present were Charles D. Nichols III, City Manager; Jennifer A. Tippet, City Clerk; and William P. Floyd, Jr., City Attorney.

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

APPROVAL OF AGENDA

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

CLOSED SESSION

At 7:03 p.m., Councilmember Adams moved to go into closed session pursuant to NC 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. The motion was seconded by Councilmember Williamson, and unanimously carried.

At 8:15 p.m., Councilmember Adams moved to adjourn the closed session and resume the open meeting. The motion was seconded by Councilmember Williamson, and unanimously carried.

AGENDA FOR AUGUST 20, 2013

The City Manager reviewed the agenda for August 20, 2013 as follows:

- 4) Consent Agenda (**Item A**)
 - a) Consider minutes of May 14, 2013 reconvened meeting and agenda workshop; May 21, 2013 regular meeting; May 28, 2013 reconvened meeting and budget workshop; June 4, 2013 reconvened meeting and budget workshop; June 11, 2013 agenda workshop;
The City Manager explained that currently the only item under the Consent Agenda was consideration of minutes; however, there were items listed under City Manager Reports that if Council directed can be moved to the Consent Agenda.

PUBLIC HEARINGS

- 5) Second CDBG Public hearing
- 6) Public hearing on FCC Financing and Resolution
The City Manager explained that the proposed resolution was presented by the City's

bond counsel.

DELEGATION

- 7) Jim Willis and Miller Slaughter, LDRC Plan for Farmers Market
The City Manager explained that the budget amendment transferring \$2,500 from Farmers Market to Contingency is included under the City Manager Reports
- 8) W. K. Dickson - Consider Resolution No. R-2013- authorizing application for Clean Water SRF Funding from North Carolina Department of Environment and Natural Resources
Mrs. Deese explained that this grant could be utilized for repairs to Leith Creek Outfall. The City Manager explained that in order not to interfere with FCC financing, the City would not conduct any type of financing in conjunction with the grant if the City is awarded the grant.

CITY MANAGER REPORTS

- 9) Authorize Mayor to execute Order to Collect Taxes
- 10) Consider Ordinance No. O-2013- amending budget ordinance to receive Get Alarm Grant funds
- 11) Consider Ordinance No. O-2013- amending budget ordinance to receive funds for the NCDOT Pedestrian Planning Grant, NC Department of Health and Human Services Community Transformation Grant and North Carolina Urban Forestry Grant
The City Manager explained that the DOT & Community Transformation grants are tied together resulting in no funds needed from the City.
- 12) Consider Ordinance No. O-2013- amending budget ordinance by transferring \$2,500 from the Farmers Market line item to Contingency
The City Manager explained that this budget amendment was prepared pursuant to Council's direction to move \$2,500.00 from Farmers Market line item to Contingency. He added that depending upon what Jim Willis and Miller Slaughter propose for the Farmers Market, Council can consider the amendment.
- 13) Consider Resolution No. R-2013- authorizing the Mayor, City Manager and City Clerk to execute any documents related to the NC Department of Transportation 2013 Pedestrian Planning Grant
- 14) Consider Resolution No. R-2013- authorizing the Mayor, City Manager and City Clerk to execute any documents related to the NC Department of Health & Human Services 2013 Community Transformation Grant
- 15) Consider Resolution No. R-2013- authorizing the Mayor, City Manager and City Clerk to execute any documents related to the North Carolina Urban Forestry Grant
- 16) Consider Ordinance No. O-2013- Capital Project Ordinance for FCC Project
The City Manager explained that this item may not be ready as staff is awaiting solid numbers.
- 17) Consider approval of bids for FCC Project – Willis Engineering
The City Manager explained that bids were opened today and Mr. Willis will be at the Council meeting to discuss or answer any questions.
- 18) Consider approval of bids for FCC Project and Authorize the City Manager to execute the Notice of Award (Municipal Engineering)
The City Manager explained that Municipal Engineering opened bids for two (2) separate items. One had only two (2) bids submitted therefore must be readvertised. He added that Municipal Engineering will also be present at the meeting next week.
- 19) Consider approval of bids for FCC Project - McGavran Engineering
- 20) Consider authorizing the Mayor and City Clerk to execute Contract for Engagement with Gordon, Hicks and Floyd, LLP

The City Manager then clarified with Council that the following items can be moved to the Consent Agenda: Items 9, 10, 11, 13, 14, 15 and 16.

MCGAVRAN ENGINEERING – FCC BIDDING RESULTS

Mr. Bruce Fowler of McGavran Engineering explained that bids were opened on July 29, 2013 for electric supplies needed for the FCC Project as well as other supplies needed to replenish the City's inventory. He added that the estimate was \$540,791.00, and the bids were lower than anticipated and some suppliers could meet earlier deadlines than required. He further added that the total bid be split between three (3) bidders, one for transformers, one for poles and another for breakers. He further explained that the only low-bid that was not accepted was for underground primary cable, underground secondary cable and associated connectors because it did not meet the bid requirements.

The City Manager explained that the only electrical item remaining to be bid for the FCC Project is the generators. He added that in order to appear on the Local Government Commission's (LGC's) October agenda, the application must be submitted by the first of September; therefore a resolution would be presented to Council authorizing the City Manager to award the bid for generators since the bid opening for generators is August 29, 2013.

PLANS FOR COMMERCE SECRETARY DECKER'S VISIT ON AUGUST 21ST

Mayor Parker discussed the plans for Commerce Secretary Decker's visit on Wednesday, August 21, 2013. He discussed the need for all parties who would be meeting her to review the document, "Target Scotland" that Corey Hughes has worked on for this visit.

Upon question by Councilmember Williamson, Mayor Parker stated that he would arrange lunch at The Thomas Walton Manor.

ORGANIZATIONAL GOALS

Mayor Parker explained that he suggested the City Manager provide the draft Organizational Goals to Council and then each Councilmember can talk or meet with the City Manager individually.

Councilmember Leak requested a copy of the City's organizational chart and a listing of manpower for each department.

Upon question by Councilmember Willis, the City Manager explained that Manpower Needs Study has not been completed.

CITY NAMETAGS AND NOTECARDS

The City Clerk presented Council with sample nametags and a Council notecard for consideration.

Mayor Parker suggested that Council provide preferences to the City Clerk.

REMINDER-KIMOTHY MONROE'S RETIREMENT DINNER

Mayor Parker reminded Council to let the City Clerk know if they planned to attend the retirement dinner for Kim Monroe Thursday, August 15, 2013.

A brief discussion ensued concerning how retirement events are funded.

CLOSED SESSION

At 8:41 p.m. Councilmember Adams moved to go into closed session pursuant to NC 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 NC 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 9:52 p.m. Councilmember Willis moved to adjourn the closed session and resume the open meeting. The motion was seconded by Councilmember Williamson, and unanimously carried.

SANFORD BUILDING

The City Manager explained that he had been requested to obtain prices for securing the Sanford Building. He added that in order to secure the windows, front and back door and replace some ceiling tiles would cost approximately \$20,000.00 to \$25,000.00.

Upon question by Councilmember Willis, the City Manager explained that he had discussed a new facility with the current Crime Scene Investigator and was told that a building between 3,500 square feet to 5,000 square feet would be needed. He added that a Butler-type building would be \$15.00 to \$20.00 per square foot.

Further discussion ensued concerning the space needs for the Police Department.

Councilmember Leak expressed concern about the number of vehicles stored on the Badcock parking lot.

ADJOURNMENT

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

The meeting adjourned at 10:05 p.m.

Thomas W. Parker, III, Mayor

Jennifer A. Tippett, City Clerk