

**CITY OF LAURINBURG  
CITY COUNCIL SPECIAL MEETING/WORK SESSION  
JANUARY 13, 2015  
MUNICIPAL BUILDING  
303 WEST CHURCH ST.  
7:00 p.m.**

**Minutes**

The City Council of the City of Laurinburg held a special meeting/work session on January 13, 2015 in the Council Chambers of the Municipal Building at 7:00 p.m. with the Honorable Thomas W. Parker III, Mayor, presiding. The following Councilmembers were present: Mary Jo Adams, Dolores A. Hammond, 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 Hammond gave the invocation.

**APPROVAL OF AGENDA**

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

**AGENDA FOR JANUARY 20, 2015**

The City Manager reviewed the agenda for January 20, 2015 as follows:

- 3) Consent Agenda
  - a) Approve minutes of December 9, 2014 special meeting/work session and December 16, 2014 regular meeting

**PUBLIC HEARINGS**

- 4) Consider a request for a Conditional Use Permit to operate a ground-mounted solar array on the north side of X-Way Rd.  
*The City Manager explained that Planning Board recommended denial of the request.*
- 5) Consider amending the Electric Rate Schedule and Consider Ordinance No. O-2015-  
*The City Manager explained that Council recommended a 3.5% increase for electric rates. He added that when the sale of assets from NCEMPA to Duke Progress Energy was completed, an electric rate study would be needed.*

**CITY MANAGER REPORTS**

- 6) Consider Ordinance No. O-2015- amending the Budget Ordinance (Planning & Zoning, Administration & in Water/Sewer Fund)  
*The City Manager explained that if needed, budget amendments would be submitted more frequently rather than at the end of the fiscal year.*
- 7) Consider Ordinance No. O-2015- amending the Budget Ordinance (Commonwealth Bridge)  
*The City Manager explained that when the budget for FY 2014-2015 was prepared, it included the City's 20% share of the costs of this project with the assumption that before*

*June 30<sup>th</sup>, the City would be reimbursed by the State. This budget amendment is necessary to cover the City in the event reimbursement is not received prior to June 30<sup>th</sup>.*

- 8) Consider authorizing the City Manager to execute agreement with Melrose Pyrotechnics for July 4<sup>th</sup> fireworks display
- 9) Consider authorizing the City Manager and City Clerk to execute agreement with Laurinburg & Southern Railroad  
*The City Manager explained that this agreement was in connection with the sewer project for Butler Mobile Home Park.*
- 10) Semi-Annual Report on Surplus Property

#### APPOINTMENTS

- 12) RLUAC-replace Brandi Deese
- 13) Firefighters Relief Fund (reappoint Rembert DeBerry)

The City Manager explained that the request to set a public hearing for a Conditional Use Permit for a ground-mounted solar array on Scotland High School Drive had been postponed until February.

#### ITEMS FOR CONSENT AGENDA

It was consensus of Council to place items 6, 8, 9 and 10 on the Consent Agenda for the January 20, 2015 meeting.

#### UPDATE ON BRANCH'S CLEAN UP

The City Manager explained that the total costs for clean-up of Branch's Car Care property were higher than anticipated, for a total of \$31,651.25. He explained that one (1) large underground tank was discovered along with several other smaller ones, resulting in the increased cost. He added that the total cost for each of the organizations (the City, Scotland County, and the Scotland County School System) was \$10,405.95.

Upon question by Councilmember Leak, the City Manager explained that Laurinburg Downtown Revitalization Corporation (LDRC) will serve as a pass-through for funds in order to pay the vendors with one check each rather than the three (3) organizations sending the vendors a separate check for their share of the costs.

Motion was made by Councilmember Willis, seconded by Councilmember Williamson, and unanimously carried to authorize the additional expenditure of \$2,405.95 towards the clean-up of the former Branch's Car Care property.

A discussion ensued concerning whether a budget amendment was necessary.

Motion was made by Councilmember Willis, seconded by Councilmember Williamson, and unanimously carried for a budget amendment to be prepared for this project transferring the funds from Tipping Fees to Community Development.

#### FINANCIAL REPORT

Mrs. Cindy Carpenter, Finance Director, provided a financial report for the period of July 1, 2014 to December 31, 2014. Highlights were as follows:

- In the General Fund, revenues are at 62%.
- The Travel line item in Governing Body is at 78.5%, leaving a balance of \$2,280.00.

The City Clerk explained that the primary reason that the Governing Body's Travel line item was nearly expended is that it was not anticipated for all members of Council to attend the North Carolina League of Municipalities Annual Conference. She added that she is closely monitoring this line item and will request a budget amendment if necessary.

Mrs. Carpenter continued the financial report, with highlights as follows:

- Planning and Zoning has spent more than budgeted for salaries due to revision of the Unified Development Ordinance (UDO) and additional meetings for which Planning Board members are paid; therefore a budget amendment is necessary.
- Operating expenses in Fueling Facility will be high throughout the year due to delay between billing and fuel purchases.

Discussion ensued concerning operation of the Fueling Facility. Councilmember Willis requested that staff review fuel purchases versus purchasing fuel from local merchants to determine if the Fueling Facility is cost effective.

Mrs. Carpenter continued the financial report, with highlights as follows:

- Garage operating expenses at 72% because the inter-departmental work is billed at the end of each month.

Discussion ensued concerning the lack of revenue from Fiber Optics. The City Manager explained that due to the change in Electric Engineers, staff wanted to become more comfortable with infrastructure before heavily marketing fiber.

Discussion ensued concerning the Pole Attachment Agreements with Time Warner and AT&T. The City Manager explained that Attorney Mike Colo with Poyner & Spruill is working on these agreements.

Mrs. Carpenter continued the financial report:

- Electric purchases are below projections.
- Revenue in the Water Fund is currently showing at 33%; however, in order to balance the 2014-2015 budget, an appropriation of Fund Balance was necessary, and that appropriation has not been completed and will not be completed unless necessary later in the year. The actual water and sewer revenues are actually at approximately 50% and on track for the year.
- Water Distribution and Storm Drainage share funds and employees, and it is typical to transfer funds between those departments. A budget amendment is necessary to transfer funds between these departments.
- The Solid Waste Fund expenditures exceed revenue by \$81,009.00 because the appropriation from Fund Balance has not been completed.

Mrs. Carpenter then presented the following estimates for the fiscal year:

	<b>Budget</b>	<b>Anticipated Expenditures</b>	<b>Difference</b>
<b>General Fund</b>			
Revenues	\$7,508,827	\$7,343,043	(\$165,784)
Expenses	\$7,508,827	\$7,325,327	\$183,500
Year End Estimate			\$17,716
<b>Electric Fund</b>			
Revenues	\$17,423,463	\$17,043,463	(\$380,000)
Expenses	\$17,423,463	\$17,385,463	\$38,000
Year End Estimate			(\$342,000)
<b>Water/Sewer Fund</b>			
Revenues	\$7,452,966	\$7,616,000	\$163,034
Expenses	\$7,452,966	\$7,233,867	\$218,099
Year End Estimate			\$382,133
<b>Solid Waste Fund</b>			
Revenues	\$2,419,449	\$2,385,453	(\$33,996)
Expenses	\$2,419,449	\$2,359,449	\$60,000
Year End Estimate			\$26,004

Upon question by Councilmember Williamson, the City Manager explained that the Memorandum of Agreement with FCC allows the City to bill FCC based on its projections, but just actual on sewer charges. He added that FCC anticipates full production the first of the year; however, the delays have pushed back the City's projected payback for the project.

Discussion ensued concerning water and sewer revenues from FCC. Mrs. Carpenter explained that water revenue was on track; however, sewer revenue from FCC was 9% below projections.

Discussion ensued concerning estimates in the Electric Fund. Mrs. Carpenter explained that there are many variables with electric revenues, so her projections were based on actual this year as well as the prior year.

### **Overtime Report**

Mrs. Carpenter then presented an Overtime Report as part of the Financial Report.

Discussion ensued concerning the Police Department overtime.

Mrs. Carpenter explained that the Garage overtime is at 130% of budget due to the supervisor being out of work and it being a small department.

Discussion ensued concerning the number of fire calls per year. Councilmember Willis asked if there are repeated calls to certain locations and if there are actual fires.

Discussion ensued concerning the Interlocal Fire Agreement.

Discussion concerning overtime in Animal Control. Mrs. Carpenter explained that some of the overtime charges should be charged back to the Police Department because the Animal Control Officer is also one of the K-9 Officers and when he is called out as a K-9 Officer, his overtime should be charged to the Police Department, not Animal Control.

## **UPDATE/DISCUSSION OF ECONOMIC DEVELOPMENT**

Councilmember Leak explained that as a member of the Economic Development Corporation (EDC), he, the Mayor and the City Manager are reviewing applications for the Economic Development Director position. He added that Council needed to let the EDC know what it wants the EDC Director to do in order to develop a mission statement.

Councilmember Willis explained that from the meeting held December 6, 2014, he understood that the hiring decision rested with the County Manager, not the EDC Board.

Mayor Parker explained that the EDC Board is involved in the hiring process.

Discussion ensued concerning the City's efforts in economic development. The City Manager explained that 29 applications had been received for the Community Development Director position, and that he and Mrs. Galloway, Human Resources/Risk Management Director, were going to do the first round of interviews the following week.

Mayor Parker stated that since the City Manager is involved with the EDC as well as the City's hiring efforts, he will keep Council informed on both efforts.

## **CITIZEN INPUT SESSION**

Following discussion, it was consensus of Council to hold the Citizen Input Session on Thursday, March 5, 2015 at 6:00 p.m. in the Council Chambers of the Municipal Building located at 303 West Church Street.

## **NAMETAGS AND APPAREL**

The City Manager explained that several Councilmembers had discussed having City logos on polo shirts or jackets to wear when attending conferences. He added that this will be an item for budget discussion.

Discussion ensued concerning Council nametags. It was consensus of Council for the City Clerk to work with Councilmembers Adams and Hammond on nametags.

## **CITY HALL MANNING AFTER 911 CONSOLIDATION**

The City Manager explained that discussion among staff is occurring because once the 911 consolidation occurs and there is a meeting at City Hall, there will be a need to have an employee watching the Police Department and letting individuals into the building to attend meetings.

## **ATTENDANCE AT CHAMBER BANQUET**

The City Manager explained that the City has 10 seats for the Chamber Banquet and the City Clerk needs to know who plans to attend so that names can be provided to the Chamber.

## **ADJOURNMENT**

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

The meeting adjourned at 8:19 p.m.

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Thomas W. Parker III, Mayor

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Jennifer A. Tippett, City Clerk