

**CITY OF LAURINBURG
CITY COUNCIL SPECIAL MEETING/WORK SESSION
FEBRUARY 10, 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 February 10, 2015 in the Council Chambers of the Municipal Building at 7:00 p.m. with the Honorable Mary Jo Adams, Mayor Pro Tempore, presiding. The following Councilmembers were present: Dolores A. Hammond, Curtis B. Leak, Andrew G. Williamson, Jr. and J. D. Willis. Mayor Thomas W. Parker III was absent.

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

Mayor Pro Tem Adams called the meeting to order at 7:00 p.m.

Councilmember Leak gave the invocation.

APPROVAL OF AGENDA

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

AGENDA FOR FEBRUARY 17, 2015

The City Manager reviewed the agenda for February 17, 2015 as follows:

- 3) Consent Agenda
 - a) Approve minutes of January 13, 2015 special meeting/work session and January 20, 2015 regular meeting

CITY MANAGER REPORTS

- 4) Set public hearing to be held at 7:00 p.m. on March 17, 2015 to consider amendment to the UDO
- 5) Authorize Tax Collector to advertise tax liens
- 6) Consider adjustments to the tax levy
- 7) Consider Resolution No. R-2015- adopting a Travel Policy for the City of Laurinburg
Upon question by Councilmember Hammond, the City Manager explained that changes in IRS regulations necessitated revising the Travel Policy.

Mrs. Carpenter discussed the changes in the Travel Policy as follows:

- *The biggest need for changing the Travel Policy is due to new regulations by IRS. The IRS will no longer allow us to reimburse for “day travel” for employees without taxing this as wages.*
- *The IRS gives specific examples of “day travel”, one being: If an employee leaves home at 6:30 am and travels 100 miles from home and comes back in the same day...this is still considered “day travel”. Even though the employee has been away from home for substantially longer than his normal workday, the employee*

is NOT in travel status. If the City chooses to reimburse the employee for meals, it is taxable income which means it will be run through payroll and taxed. Due to this change most municipalities have chosen to not reimburse for "day travel" and this policy makes this change.

- *Day travel for meals has been eliminated. The City will still pay mileage (IRS rates) or supply city vehicle. Request to change to a per diem meal rate (same as Scotland Co. Schools) \$36.35 per day and a check will be issued instead of petty cash. Receipts are not required for per diem meals. You can apply for per diem up to 5 days before travel and a check will be issued to employee's/official's name.*

Councilmember Adams requested a copy of the current Travel Policy.

Discussion ensued concerning the per diem rate for meals and the various one-day meetings.

It was consensus of Council to remove this item from the February agenda.

- 8) Consider Resolution No. R-2015- amending the Personnel Policy of the City of Laurinburg (Resolution No. R-2013-02)

The City Manager explained this was approved by Council in 2010 but it was never incorporated into the Personnel Policy; therefore, when the Policy was updated in 2013, this was not included. He added that the Resolution has been in effect and has been followed.

The City Manager explained that one (1) item needed to be added to the agenda, a resolution supporting restoration of the Historic Tax Credits.

ITEMS FOR CONSENT AGENDA

Following discussion, it was consensus of Council to add Items 4 and 6 to the Consent Agenda.

DISCUSSION ON UDO UPDATE

The City Manager explained that Mr. Holland was present to answer any questions or concerns from Council regarding the additional revisions to the Unified Development Ordinance (UDO).

Mr. Holland discussed the proposed changes to the UDO as follows:

- Added Section 4.3 Moratorium – Current ordinance has wording concerning moratorium; however, since the legislature keeps changing the wording in the statute, so in order to avoid changing the wording in the UDO every time the statute is changed, to just reference the statute.
- Table of Permitted Uses – Originally had one listing for multi-family dwelling and staff suggested listing 7 units or less and 8 units or more as separate uses.
- Section 7.8 Yard Sales, Residential – Corrected wording in Permit Required to say "zoning" instead of "building".
- Section 7.38 Special Events and Section 7.39 Temporary Uses/Sales – After multiple conversations with staff, included conditions for temporary sales to be allowed in the General Business and Central Business Districts by permit and provided no more than four (4) events occur within a 365-day period on an individual parcel and limited to two (2) days duration for each event. More than four (4) events can be held provided the events are owned by a 501(c)(3) entity and the entity would be required to be the requestor for the zoning permit. Additionally, used seven (7) days as the maximum

amount of time a temporary use not involving the sale of commodities to not interfere with church revivals or other such activities.

Mr. Holland explained that the public hearing would be held at the March 17, 2015 regular Council meeting with the Open House being held in advance of that meeting. He added that he and Mr. Nichols would be at the Open House to answer any questions. He further added that the public hearing would be properly advertised and notices would be posted around town on the major arteries.

Upon question by Councilmember Willis, Mr. Mac McInnis, City Planner and Zoning Officer, explained that the special sales such as for Valentine's Day would be handled as follows:

- A business owner could have an event on their property by obtaining a zoning permit.
- A vendor from out of town would need to obtain a zoning permit and a \$100.00 itinerant merchant license and a \$1,000.00 surety bond.

Discussion ensued concerning the difference between sales such as for Valentine's Day and temporary sales on lots such as by Captain D's.

Upon question by Councilmember Adams, Mr. Holland explained that by the first of the following week, the UDO would be finalized and a copy given to the City Manager for distribution to Council before the regular Council meeting.

DISCUSSION OF FUELING FACILITY

The City Manager explained that there had been questions concerning whether staff reviewed local gas prices and compared to bulk prices to ensure that the Fueling Facility was the most cost-effective manner to purchase gasoline.

Mr. Harold Haywood, General Services Director, discussed the information below:

Fueling Facility Economic Feasibility

	UNLEADED	DIESEL	TOTAL
<i>For the Period July 1, 2014 to December 31, 2014</i>			
Average Offsite Fuel Cost (minus tax)/gallon	\$2.5215	\$3.0005	
Average Onsite Fuel Cost (minus tax, plus fees)/gallon	\$2.4305	\$2.7258	
Average Difference/gallon	\$0.0910	\$0.2747	
# Gallons Purchased	101,309	58,175	
Total Fuel Cost Difference for Period	\$9,219.12	\$15,980.67	
Projected Annual Cost Difference	\$18,438.24	\$31,961.35	\$50,399.58

Annual Operating Costs of Fueling Facility (FY 14-15) *	\$16,500.00
Estimated Net Annual Gain	\$33,899.58

** Operating costs does not include salary allocations since those are fixed costs with or without fueling facility.*

Upon questions by Councilmember Hammond, Mr. Haywood explained that the current Fueling Facility has been in existence since 1996, and the City has had a Fueling Facility for a long time. He added that in 2011, old tanks were removed from the site. He further added that the life expectancy of tanks is about 30 years.

UPDATE ON WATER LINE BREAK AND CONSIDERATION TO AUTHORIZE STAFF TO REPAIR

Mr. Stacey McQuage, Public Utilities Director, discussed the water line break on Dixie Guano Road. He explained that there have been repairs made on this line several times and it needs to be fixed permanently. He added that Willis Engineering has suggested putting the water line underneath the creek to prevent further problems. He explained that Willis Engineering has proposed to put in 250 to 300 feet of fusible 12-inch PVC under the creek which will require a direct bore.

The City Manager explained that staff was requesting a budget amendment of \$50,000.00 which would transfer funds from Water Treatment Other Improvement line item to the Water Distribution Water Construction line item.

Mrs. Carpenter explained that Mr. Ellis feels that he will not be able to complete the project of purchasing additional land for new wells and the \$50,000.00 could be taken from the Other Improvements line item.

Upon question by Councilmember Adams, Mr. McQuage explained that the next big issue is the 20-inch underground line that feeds the Water Plant from the Caledonia Road water tank. He added that it is an asbestos pipe and will be very expensive to replace.

Discussion ensued concerning the aging pipes in the City's water system and possible grant funds.

Upon question by Mayor Pro Tem Adams, Mr. McQuage explained that as soon as the budget amendment is approved, he will order the pipe which should take five (5) to 10 days for the pipe to be delivered.

Councilmember Willis motioned to approve Ordinance No. O-2015-01 amending the FY 2014-2015 Budget Appropriations Ordinance (Ordinance No. O-2014-11). The motion was seconded by Councilmember Williamson, and the vote was as follows:

Ayes: Willis, Williamson, Leak, Adams, Hammond
Nays: None

(Ordinance No. O-2015-01 on file in City Clerk's office)

UPDATE ON FORMER BRANCH'S CAR CARE OWNERSHIP

The City Manager explained that the demolition work on the former Branch's Car Care was complete and the site has been cleaned up. He added that Laurinburg Downtown Revitalization Corporation (LDRC) had offered to transfer ownership of the property to the City. He further added that the City Attorney needs to review the final environmental documents to ensure that the site is clean and clear prior to Council accepting ownership.

Upon question by Councilmember Hammond, the City Manager explained that when the four (4) entities (City, County, School System and LDRC) met to discuss the project, because LDRC was the least political of the entities, it was decided that LDRC would take ownership from the beginning; however, LDRC would transfer ownership to the City, County or the School System.

Discussion ensued concerning ownership of and control of the property. The City Manager stated that this item would be on the February 17, 2015 agenda which will allow the City Attorney to research the environmental issues if the City takes ownership.

CONSIDER AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE EASEMENTS WITH PIEDMONT NATURAL GAS

The City Manager explained that Piedmont Natural Gas Company was requesting an easement across the City's pump station site on US 401 North. He added that Willis Engineers had reviewed the information and determined that the easement would not interfere with the pump station. He added that Piedmont Natural Gas offered \$2,000.00 for the easement and a temporary construction easement, which Willis Engineers felt was a reasonable price.

Motion was made by Councilmember Willis, seconded by Councilmember Leak, and carried unanimously to authorize the City Manager and City Clerk to execute easements with Piedmont Natural Gas

DISCUSSION OF PAPERLESS AGENDA PROCESS

The City Manager explained that in preparation for the budget process, the City Clerk wanted to know if Council was interested in a paperless agenda process. He added that the estimated cost to purchase iPads is \$4,000.00. He further added that the process would involve the City Clerk preparing the agenda packets and uploading to an application such as DropBox or GoogleDocs for access by Council.

Following a brief discussion, it was consensus of Council for the City Clerk to present this during the budget discussions.

DISCUSSION OF JOINT MEETING WITH COUNTY COMMISSIONERS AND SCOTLAND FIRE ASSOCIATION

The City Manager explained that the County Manager requested that he talk with Council on scheduling a joint meeting with the County Commissioners and the Scotland County Fire Association to discuss the fire substation and the fire truck rotation.

Discussion ensued concerning the substation and the fire truck rotation. The City Manager explained that the City is currently eligible for a fire truck from the Fire Tax monies. He also explained that the homeowners in the southern part of the City would benefit from having the substation located in the southern part of the City because the homeowner's insurance premiums would be positively affected by the location of the substation.

Following further discussion, the City Manager is to obtain additional information from the County Manager on the items for discussion for the joint meeting as well as provide additional information on the fire truck that the Fire Chief wants to purchase.

UPDATE/DISCUSSION OF ECONOMIC DEVELOPMENT

Councilmember Leak reported that interviews were in process for the Economic Development Director. He added that there will be a second round of interviews. He also explained that the County is attempting to have Sanderson Farms locate in Scotland County, and that there are some other opportunities in the works that cannot be discussed at this time.

The City Manager explained that the first round of interviews was completed for the Community Development Director position and the Human Resources Director is scheduling the second round of interviews.

ADJOURNMENT

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

The meeting adjourned at 8:07 p.m.

Thomas W. Parker III, Mayor

Jennifer A. Tippet, City Clerk