

**CITY OF LAURINBURG
AGENDA WORKSHOP
SEPTEMBER 11, 2012
W. CHARLES BARRETT ADMINISTRATION BUILDING
305 WEST CHURCH ST.
LAURINBURG, NC
7:00 P.M.**

Minutes

The City Council of the City of Laurinburg held an agenda meeting on September 11, 2012 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, Kenton Spencer and J. D. Willis. Councilmember Andrew G. Williamson, Jr. was absent.

Also present were Edward F. Burchins, City Manager; Jennifer A. Tippett, City Clerk; and William P. Floyd, Jr., Assistant City Attorney.

Mayor Parker called the meeting to order at 7:03 p.m. Councilmember Leak gave the invocation.

SWEARING IN OF COUNCILMEMBER J. D. WILLIS

Mayor Parker explained that J. D. Willis would be sworn in as a Councilmember.

The City Clerk administered the Oath of Office to Councilmember J. D. Willis.

Mayor Parker stated that Councilmember Willis brings to Council a wealth of knowledge and public service.

AGENDA FOR SEPTEMBER 18, 2012

The City Manager reviewed the September 18, 2012 agenda as follows:

- 3) Presentation to former Councilmember Herbert M. Rainer, Jr.
- 4) Consent Agenda
 - a) Set public hearing to be held on October 16, 2012 at 7:00 p.m. in the council room of the Municipal Building located at 303 W. Church St. for potential CDBG application for 2012 cycle of funding
 - b) Consider Resolution No. R-2012-22 approving application for Grant from Governor's Highway Safety Program in the amount of \$10,870.00
The City Manager explained that the grant required no matching funds, and would purchase a light trailer, traffic vests and traffic cones to be used at Governor Highway Safety Program checkpoints.

PUBLIC HEARINGS

- 5) Initial Public Hearing for CDBG application for 2012 cycle of funding

Mrs. Deese explained that the Department of Commerce requires that two (2) public hearings be held.

- 6) Consider Ordinance No. O-2012-32 rezoning the property located at 304 US 401 Bypass from Industrial to General Business
Mrs. Deese explained this was the former Wilson Golf location and there had been issues with tenants operating businesses from the facility that were not conducive in the Industrial zone. She added that the trend in the area was moving to General Business.
- 7) Consider request for a Conditional Use Permit to erect an off-premises sign on 3.4 acre tract at intersection of McColl Road and Barnes Bridge Road
Mrs. Deese explained that this request is for Scotland Motors to erect a billboard. Planning Board recommended approval.
- 8) Harold Mercer-Appeal from Code Enforcement Officer's Actions regarding junk vehicles
The City Manager explained that Mr. Harold Mercer is appealing a Code Enforcement action. Mrs. Deese explained that the properties involved were 607 Azure Court and 706 West Blvd. and the action involved junk vehicles. The Assistant City Attorney explained this was a quasi-judicial hearing and evidence would be presented by in order for Council to make a determination based on the evidence as to whether the vehicles were junk or nuisance vehicles. He added that each vehicle would need to be considered individually. He also cautioned Council that because the hearing is a quasi-judicial hearing, Council should not talk to Mr. Mercer prior to the hearing. He added that he would send information to Council as to factors it will need to consider regarding the vehicles.

DELEGATIONS

- 9) Adrian Lowery-Lumber River Council of Governments
The City Manager explained that Adrian Lowery, a grant specialist from the Lumber River Council of Governments, will talk about several opportunities for grants for several housing areas that need attention – Glen Acres and Newtown.

CITY MANAGER REPORTS

- 10) Consider Resolution No. R-2012 amending the City's Solid Waste Policy
Mr. Harold Haywood explained that many of the changes will affect the Solid Waste Policy and the City Code. He added that the policy and City Code are being updated to reflect how the City is currently operating. He explained the changes to the Solid Waste Policy and to the City Code. He added that a new section to the Policy will be added concerning recycling for multi-family units (apartments). He further added that he will conduct a test pilot program of providing a recycling bin located near the dumpster instead of individual carts for each apartment to be more efficient and report back to Council.
- 11) Consider Ordinance No. O-2012- amending Chapter 30 Solid Waste Management, Article I In General, Section 30-1, Definitions, and Article II Collection Service, Section 30-45 Removal of Containers
- 12) Young Entrepreneurs Academy (YEA) – scholarships
The City Manager explained that the City provided scholarships for the YEA Program last year in the amount of \$1,475, and the Chamber is requesting the City participate this year. He added that the funds were provided from the Youth Council budget.
- 13) Update on Automatic Meter Reading System (AMRS)

The City Manager explained that the AMRS was about two (2) months behind schedule. He added that progress had been made on the software problems, and the City is waiting on delivery of 300 demand meters. He further added that a Datamatic representative will be present at the regular meeting to provide an update on the project.

Discussion ensued concerning the project timeline, the need to present a proposed "live" date, and Datamatic contracting with some of the City's employees.

It was consensus of Council for the City Manager to present a comprehensive report on this project by September 18th.

APPOINTMENTS

- 14) Crime and Drug Committee-Fill unexpired term of Stuart Blount from the Scotland County School System

DERRICK BLUE

The City Manager explained that he had talked with Mr. Derrick Blue regarding Mr. Blue being charged for two (2) area lights since 1995 when he only had one (1) area light in his yard. He added that the Customer Service area has records back to 1999. He further added that Council had adopted a policy that that only three (3) years of overcharge can be repaid to a customer, so the City has refunded \$398.00 for the three (3) years. He explained that in the past Council has made exceptions to the policy, and if Mr. Blue is refunded charges dating back to 1999, the total would be \$2,700.00 for the additional years.

Following discussion, it was consensus of Council for Mr. Blue to be refunded what he had been overcharged.

DAVID ELLISON-ISSUE WITH LOT CUTTING CHARGES

The City Manager explained that this item be pulled from the agenda to allow he and Mr. Stacey McQuage to meet with Mr. Ellison and then provide a report to Council.

REQUEST FROM LAURINBURG HOUSING AUTHORITY FOR FREE ELECTRICITY TO OPERATE SECURITY CAMERAS

The City Manager explained that the Laurinburg Housing Authority obtained a grant to install security cameras and has requested that the City provide electricity to operate the cameras and also requested in-kind services to assist with installation of the cameras.

Following a lengthy discussion, it was consensus of Council to not provide free electricity and to not provide in-kind services to assist with installation of the security cameras.

CERTIFIED RETIREMENT COMMUNITY

Mrs. Deese provided an overview of the Department of Commerce's Certified Retirement Community Program. She explained that the application process costs \$10,000.00.

Following discussion, Mayor Parker suggested that since this item has major budget implications, that it be considered during the FY 2013-2014 budget process.

SUBSTANDARD HOUSING FUNDING

Mrs. Deese explained that all of the funding allocated for demolishing and removing substandard housing for FY 2012-2013 had been expended or at least encumbered.

Upon question by Councilmember Spencer, the City Manager stated that staff needed at least another \$30,000.00 to demolish and remove substandard residential and commercial buildings.

Following discussion, Mayor Parker suggested that this item be moved to the Retreat agenda.

MANAGEMENT TRAINEE PROGRAM

The City Manager discussed the proposed Management Trainee Program including the following:

- Basic premise of the program to include hands-on experience
- Involvement in the budget process
- Interaction with other governmental agencies
- Potential to work on special Council projects
- Budgeted \$35,000.00 per trainee as starting salary, but did not budget for benefits
- Required educational background

Upon question by Councilmember Willis, the City Manager explained that three (3) Management Trainee positions were included in the budget.

Further discussion ensued concerning the Management Trainee Program. The City Manager requested that Council review the proposed program he had presented and provide feedback.

UPDATE ON HR/RISK MANAGEMENT POSITION

The City Manager provided an update on the hiring process for the Human Resources/Risk Management Director position. He explained that the consultant had received over 80 applications and the position will remain open until filled. He described the process of the assessment center.

EMPLOYEE APPRECIATION COOK-OUT

The City Manager explained that the Employee Advisory Committee held its first meeting with great attendance and participation. He added that one of the main topics was employee morale and efforts to improve it. He further added that all members expressed pleasure with working for the City and with each other. He explained that an Employee Cook-Out would be held on October 18, 2012 with department heads serving, and if any Councilmembers would like to do likewise, they were welcome. He requested that in order to allow all employees to participate,

that most offices (excluding Police and Fire) be allowed to close for one (1) hour. He added that this information would be advertised in advance so the public would be aware.

Upon question by Councilmember Leak, the City Manager stated he would see if funds were available to include the City's retirees.

CLOSED SESSION

At 8:19 p.m., Councilmember Spencer moved to go into closed session 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 unanimously carried.

At 9:15 p.m. motion was made by Councilmember Spencer, seconded by Councilmember Willis, and unanimously carried to adjourn the closed session and resume open session.

ADJOURNMENT

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

The meeting adjourned at 9:39 p.m.

Thomas W. Parker, III, Mayor

Jennifer A. Tippet, City Clerk