

**CITY OF LAURINBURG  
RECONVENED MEETING/AGENDA WORKSHOP  
OCTOBER 9, 2012  
W. CHARLES BARRETT ADMINISTRATION BUILDING  
305 WEST CHURCH ST.  
LAURINBURG, NC  
6:00 P.M.**

**Minutes**

The City Council of the City of Laurinburg held an agenda meeting on October 9, 2012, 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 (arrived at 6:28 p.m.), Kenton T. Spencer (arrived at 7:12 p.m.), Andrew G. Williamson, Jr. and J. D. Willis.

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

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

**LAURINBURG-MAXTON AIRPORT COMMISSION**

Mayor Parker explained that the Laurinburg-Maxton Airport Commission (LMAC) had a potential shortage of funds in the amount of \$200,000.00 for improvements to the parallel runway because the grant application to the Golden Leaf Foundation had been denied.

A lengthy discussion ensued concerning the City loaning \$200,000.00 to LMAC in the same manner that funds had been loaned for improvements to the main runway to include the following issues:

- Payments made on the previous loan to LMAC and the remaining balance
- The City becoming a bank for LMAC
- Ensuring that LMAC understands that the City was not providing a line of credit

Motion was made by Councilmember Willis, seconded by Councilmember Williamson, and unanimously carried to prepare a loan agreement between the City and LMAC for up to \$200,000.00 at four percent (4%) interest for the purpose of improvements to the parallel runway.

**RETREAT**

***MANAGERIAL GOALS***

Mayor Parker explained that Council was told to bring three (3) to four (4) goals for the City Manager. He then added that Councilmember Willis had prepared an extensive list.

Councilmember Willis suggested that since all Councilmembers were not present, that this item be tabled until later in the meeting when all Councilmembers were present.

### ***CEREMONIAL PROCEDURES***

The City Clerk presented proposed guidelines for Ceremonial Procedures including Keys to the City, resolutions, proclamations and letters.

The City Manager explained that this would become an Administrative Policy of the City and it was not necessary for Council to approve the Ceremonial Procedures.

### ***USE OF COUNCIL ROOM***

A discussion ensued concerning use of the council room by other entities other than the City.

Motion was made by Councilmember Williamson, seconded by Councilmember Willis, and unanimously carried that the council room use would be limited to actual City business.

### ***LAURINBURG-MAXTON AIRPORT COMMISSION***

Mayor Parker explained to Councilmember Leak the prior discussion regarding the loan of \$200,000.00 to LMAC.

### ***POLICY FOR COUNCIL VACANCY***

The City Clerk presented research regarding how other municipalities handled Council vacancies, a copy of which is attached to these minutes and incorporated herein.

A lengthy discussion ensued concerning the following:

- Historical procedure by the City of the outgoing Councilmember making a recommendation and Council appointing the recommended individual.
- If an appointment is made with more than two (2) years remaining of the unexpired term, the appointee would have to run for election at the next municipal election to fill the remainder of the unexpired term.
- The need to maintain staggered terms according to the City Charter.
- The departing Councilmember make a recommendation but open the process to anyone interested in serving.

The Assistant City Attorney will review the City Charter and the General Statutes concerning this matter.

Councilmember Willis suggested that Council not make a decision on this matter until all five (5) Councilmembers are present in order to hear Councilmember Spencer's opinion.

No action was taken on this matter.

### ***CONDEMNATION BUDGET***

The City Manager explained that \$11,108.00 of the condemnation budget from Fiscal Year 2011-2012 was not spent and was placed back into the General Fund Fund Balance. He added that he

would like for Council to consider moving the \$11,108.00 from Fund Balance to the condemnation line item to allow further removal of unsafe houses.

Further discussion ensued concerning this matter including consideration of this matter in January 2013 and several houses that were in the process of being condemned.

No action was taken on this matter.

At 7:03 p.m., Mayor Parker stated that the Agenda Workshop would begin.

## **AGENDA WORKSHOP**

The City Manager presented the Consent Agenda as follows:

### **3) CONSENT AGENDA**

- a) Approve minutes of the following meetings: June 5, 2012 budget workshop and June 12, 2012 agenda workshop
- b) Consider Ordinance No. O-2012- amending the Budget Ordinance transferring \$11,108 from the General Fund Fund Balance to Planning and Zoning Contracted Services (for condemnations)

*Discussion ensued concerning condemnations including the waiving of tipping fees by the County because some of the properties are in tax foreclosure by the County.*

*A discussion then ensued concerning a listing of the substandard buildings. Mrs. Deese stated that there are 86 properties on the list and 42 that have been resolved. She added that more are constantly being added to the list.*

*Mayor Parker explained that he felt Council could wait until January to revisit the budget for condemnations or could go ahead and approve this budget amendment to take care of the three (3) condemnations below and consider condemnation budget again in January.*

- c) Consider Ordinance No. O-2012- amending the Budget Ordinance transferring \$5,684 from Personnel Salaries to Administration Salaries (for temporary part-time assistant) transfer money from personnel to cover part time, salary and FICA that City has to pay

- d) Consider Ordinance No. O-2012 – condemning the property located at 317 Douglas Street and authorizing the Building Inspector to demolish and clear the property

- e) Consider Ordinance No. O-2012- condemning the property located at 12500 Laurelcrest Road and authorizing the Building Inspector to demolish and clear the property

- f) Consider Ordinance No. O-2012- condemning the property located at 16205 Omega Street and authorizing the Building Inspector to demolish and clear the property

- g) Consider awarding piggyback bid for automated side loading refuse truck to Ingram Equipment Company in the amount of \$231,951

*Mr. Haywood explained that this truck was included in the budget and he was trying to take advantage of 2012 pricing. Discussion ensued concerning the impact of financing.*

## **PUBLIC HEARINGS**

- 4) Public Hearing for CDBG application for 2012 cycle of funding

*Mrs. Deese explained that a committee would be formed to consider improvements in the Glen Acres and Newtown neighborhoods with a CDBG grant. Habitat for Humanity and Laurinburg Housing Authority will partner with the City. Discussion ensued concerning membership on the committee and meeting requirements for the committee.*

## **DELEGATION**

- 5) Kevin Patterson, County Manager – County’s referendum on the ¼ cent sales tax

## **APPOINTMENTS**

- 6) Appoint Councilmember Leak as the voting delegate to the North Carolina League of Municipalities Annual Conference being held October 20-23, 2012
- 7) Appoint City Manager as the voting delegate to the National League of Cities Annual Business Meeting being held November 28-December 1, 2012  
*The City Manager explained that Councilmember Leak will serve as the City's voting delegate to the NCLM Annual Conference and that he would serve as the City's voting delegate to the National League of Cities Annual Business Meeting.*

Upon question by Councilmember Adams, Mr. Burchins explained that he was trying to get a Datamatic representative to attend the October 16, 2012 Council meeting to provide Council with an update on the Project. He also discussed the following:

- He discovered yesterday that a much larger electric meter company is going to buy Datamatic.
- He has talked with the Assistant City Attorney regarding this matter and has arranged for a phone call with the Project Manager and the President of Datamatic.
- The Project Manager has assured him there will be no slowdown in the Project.
- The City can read 96% of utility customers.

Upon question by Councilmember Willis, the City Manager estimated the project would be completed in 30-45 days. He discussed problems with the connectivity of radio transmission and wireless systems as well as issues with the software.

Councilmember Spencer discussed the warranty and the Return on Investment (ROI) guarantee.

Councilmember Leak expressed concern about the legal aspect of this matter to ensure that the City's interests are protected.

Upon question by Councilmember Willis, Mrs. Carpenter explained that the City has retained \$240,000.00, or 10% of the contract, until satisfactory completion of the project and acceptance by the City.

The City Manager explained that the City is currently running a dual system of reading meters with handheld meter devices and comparing those readings with readings from the Automated Meter Reading System (AMRs). He also discussed the electric meter retrofitting.

Councilmember Spencer requested that the comparison results be presented to Council for verification.

## **MANAGEMENT TRAINEES**

The City Manager explained that staff was going to advertise the Management Trainee Program and an Accounting Technician informed Mrs. Carpenter that if an employee works more than 1,000 hours in a calendar year, by law they must be entered into the State Retirement System. He stated that the amount budgeted for the Management Trainees could be increased.

Councilmember Leak discussed the Chamber's Generation XY Grant Program and that there were

some participants in that program that had college degrees.

The City Manager explained that the Management Trainee Program and the Chamber's grant were different programs. He further explained that the City is responsible for only one-half (1/2) of the salary for Generation XY personnel employed by the City and that the City did not have to provide benefits.

Following discussion, it was consensus of Council that a participant in the Chamber's program with a college degree would be eligible for applying to the City's Management Trainee Program.

Discussion ensued concerning the Management Trainee Program and the need to keep them as City employees so that the City would train them, and then they leave after three (3) months. The City Manager explained that if positions were open and the Management Trainees had the appropriate skills for the open positions, they would be hired by the City.

Further discussion ensued concerning the Management Trainee Program concerning the following:

- Current employees applying and issues with salary
- The possible input and experience the new Human Resources Director may have with Management Trainee Programs
- Phasing in the hiring of the three (3) Management Trainees

## **REPORT ON NC DOT BICYCLE AND PEDESTRIAN PLANNING GRANT**

Mrs. Deese explained the Bicycle and Pedestrian Planning Grant as follows:

- National grant program that encourages municipalities to develop comprehensive bicycle and pedestrian plans
- An applicant can apply for only a bicycle planning grant or a pedestrian planning grant, not both
- The maximum grant amount available is \$45,500.00 for a bicycle planning grant and \$41,500.00 for a pedestrian planning grant, with a required match of 30%
- Application must be very detailed. She spoke with the consulting firm, Holland Planning Consultants that worked with Pembroke to obtain a grant recently, and the firm has agreed to complete the City's application free of charge in hopes of being considered in developing the actual plan. She also spoke with Greenways Inc. who has agreed to complete the application for \$1,000.00.
- The application deadline is December 5, 2012, and the City would be notified in June, 2013 if a grant was awarded to the City.

Following further discussion, it was consensus of Council to apply for a bicycle planning grant.

## **CEMETERY**

Mrs. Deese informed Council that the Cemetery staff would begin cleaning decorations from the cemeteries in order to be in compliance with the City Code.

Discussion ensued concerning items allowed on graves and the necessity of keeping the cemeteries

clean.

### **MANAGERIAL GOALS**

A discussion ensued concerning proposed managerial goals. Councilmember Willis suggested that all Councilmembers turn in a list of goals, have the City Clerk compile complete listing, and then each Councilmember would rank in order of preference prior to discussion.

### **ADJOURNMENT**

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

The meeting adjourned at 8:24 p.m.

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Thomas W. Parker, III, Mayor

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Jennifer A. Tippett, City Clerk