

**CITY OF LAURINBURG
AGENDA WORKSHOP
DECEMBER 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 December 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 T. Spencer (arrived at 8:20 p.m.), Andrew G. Williamson, Jr. and J. D. Willis.

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

Staff members present included: Brandi Deese, Planning & Community Development Director; Cindy Carpenter, Finance Director; Amy Martin, Human Resources/Risk Management Director; and Stacey McQuage, Public Utilities Director.

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

AGENDA-DECEMBER 18, 2012

The City Manager reviewed the agenda for the December 18, 2012 council meeting.

- 3) Employee Service Awards
- 4) Consent Agenda
 - a) Approve minutes of the following meetings: July 10, 2012 agenda workshop; July 17, 2012 regular meeting; August 14, 2012 agenda workshop; August 21, 2012 regular meeting; September 11, 2012 agenda workshop; September 18, 2012 regular meeting; September 20, 2012 Retreat; October 9, 2012 agenda workshop; October 16, 2012 regular meeting; October 23, 2012 recessed meeting; November 13 agenda workshop; November 20 regular meeting; November 26 special meeting
 - b) Approve Annual Firefighters Certification and authorize Mayor to execute Certification form
 - c) Consider Resolution No. R-2012- declaring property surplus and authorizing the City Manager to dispose of said property
 - d) Consider Resolution No. R-2012- adopting the Pee Dee Lumber Regional Hazard Mitigation Plan

The City Manager explained that EMS Director Roylin Hammond requested consideration of this resolution that provides for a mullet-jurisdictional hazard

mitigation plan.

e) Set public hearing to be held January 15, 2013 at 7:00 p.m. in the council room of the Municipal Building to consider a request to rezone from Residential-20 Mobile Home to Industrial 56.29 acres on Heck Norton Road

f) Consider Ordinance No. O-2012- condemning the property located at 202 Center Street and authorizing the Building Inspector to demolish and clear the property

g) Consider Ordinance No. O-2012- condemning the property located at 341 Sawdust Lane and authorizing the Building Inspector to demolish and clear the property
Mrs. Deese explained that Scotland County will waive the tipping fees for the above condemnations.

h) Consider Agenda Workshop Schedule for 2013

i) Consider Resolution No. supporting amendment of North Carolina Session Law 2004-74 Senate Bill 1161 Enacted July 8, 2004

The City Manager explained that RLUAC requested that the City support this resolution.

PUBLIC HEARINGS

5) Consider request for a Conditional Use Permit for an off-premises sign to be located at the intersection of McColl Road and Leisure Road

Mrs. Deese explained that a billboard currently exists at this location and with recent changes made by the owner, it is no longer a legal sign. The owner has requested a Conditional Use Permit for the sign to remain, otherwise it will have to be removed.

6) Consider Ordinance No. O-2012- rezoning from Residential-6 to Office/Institutional property located at 1019 Shaw Street

Mrs. Deese explained that Union Grove Baptist Church wishes to rezone its property in order to continue expansion of its church facilities.

7) Consider Ordinance No. O-2012- amending Appendix M of the Unified Development Ordinance

Mr. McQuage explained that this updates water specifications to modern standards. He added that the State has approved the specs.

CITY MANAGER REPORTS

8) Consider Resolution No. R-2012-25 Preliminary Resolution for Street Improvements to Beta Street Without Petition and with Assessment

The City Manager discussed the following:

- *Mr. Jerry Glover requested this item and it was tabled at the November Council meeting.*
- *The total cost of paving and installing curb and gutter on Beta Street from Roseville Street to Corona Avenue is estimated to be \$90,595. The abutting property owners would be assessed approximately \$18.00 per linear street frontage, for a total of \$7,200.00 to be assessed to the abutting property owners.*
- *Mr. Glover also discussed having the City pipe the ditch behind his property and Mr. Glover is willing to pay the expense for the pipe. The estimated cost of this project is \$47,200 and Mr. Glover would be assessed for the cost of 15" pipe according to the City's policy. This project would require 36" pipe, so the City would be responsible for the difference in the cost of the pipe as well as labor.*

Upon question by Councilmember Adams, Mr. McQuage explained that Mr. Glover would be assessed between \$6,000 and \$7,000 for the 15" pipe.

Discussion ensued concerning the need to consider all unpaved streets and where this

street was in the priority list.

Councilmember Willis expressed empathy to Mr. Glover, but explained that the street improvement request could not be approved at this time as there is not enough money in the City's budget.

Mayor Parker explained that during the 2013-2014 budget process, a prioritized street paving and resurfacing list would be considered by Council.

MANAGEMENT TRAINEE PROGRAM

Mrs. Martin explained the proposed Management Trainee Program with the following highlights:

- Program is to create a program to minimize exposure in critical positions.
- Introduce new recruitment tool to the City.
- Determination made that GIS and Police Department have most critical positions.
- There is no one presently training to replace the GIS Administrator and it was felt this trainee could also train to provide on-site IT support which is greatly needed.
- The highest employee turnover rate occurs in the Police Department. By focusing on the Police Department, this would allow more focus on diversity and create a constant pool to fill positions once they become vacant.
- Begin with two (2) Management Trainees in the Police Department and one (2) in GIS.
- Job descriptions would be developed by January 15, 2013.
- Recruitment would begin by March 1, 2013 with hiring by April 15, 2013 for the Police Department.
- Recruitment would begin by March 1, 2013 with hiring by April 30, 2013 for GIS.
- Focus will be on local individuals and diversification.
- She described the specific training methods to be utilized.
- Training in the Police Department would include Basic Law Enforcement Training (BLET) which is a 16 week program offered through local community colleges.
- Training for the GIS position would be dependent upon the individual's education, training and skill sets.
- Each trainee would be assigned a staff mentor outside of the assigned department, and would be required to meet with the mentor 30 minutes each week.
- Each trainee would be responsible for a project and the Department Head would be required to assign the project.
- After completion of training, Management Trainees would remain in the program until they secure a regular position within the Police Department or GIS with optional fill in other openings within the City.
- Trainees would be given a career ladder progression to prepare them to move into higher level positions.
- Phase Two of the Trainee Program would involve hiring new Management Trainees as the first round of Trainees are hired into regular positions.
- Trainees will sign an agreement that they will provide at least two (2) years of service after completion of the program or they will have to reimburse the City for fees associated with their training.
- Funding:

- BLET cost of \$800 per person has not been budgeted
- Salary will be \$31,855 per Trainee
- Total compensation for all three (3) Trainees will be \$131,732

Upon question by Councilmember Williamson, Mrs. Martin stated that approximately \$95,000 was budgeted for the Management Trainee Program.

The City Manager stated that \$105,000 was the actual budget for three (3) trainees with salary of \$30,000 with additional costs included.

Councilmember Willis expressed concern that two (2) of the Trainee positions had been identified for the Police Department and he thought one (1) of the key slots Council had identified was in the Electric Department and Water/Sewer Department which take a long time to be adequately trained.

Mrs. Martin explained that after examining the Succession Plan that had been drafted by the Department Heads, internal candidates have been identified for the Electric Department and Water/Sewer Department, but not for GIS.

Councilmember Willis explained that he thought if internal candidates had been identified, then they would be moved into the slot as a Management Trainee for them to learn the position for approximately six (6) months, and if the individual determined that they weren't right for the position, then they would move back into their former position.

Mrs. Martin stated that she had not heard that information.

Councilmember Adams explained that she remembered discussion regarding current employees but there was concern expressed that the Management Trainee salary may be less than what they are currently earning.

Councilmember Leak explained that the purpose of the Management Trainee Program was not for the Police Department but for top management positions in the City.

Mrs. Martin explained that because of the high turnover rate and difficulty in recruiting in the Police Department there is immediate need in that department. She also expressed concern that about what she would do with three (3) Management Trainees once they completed the program and no positions were open. She suggested beginning the program by simultaneously developing internal candidates for the immediate needs in the Police Department use the Management Training Program which will also provide an opportunity for diversity. She added that as current employees are moved into top management positions, that would be the perfect time to implement the Management Training Program discussed by Council.

Councilmember Williamson explained that he appreciated that the proposed program addressed the diversity issue in the Police Department, but that Council's initial idea for the Management Training Program was for more varied departments.

Further discussion ensued concerning the proposed Management Training Program and the need for Council to provide Mrs. Martin clear direction on how it wanted the Management Trainee Program to operate.

Mrs. Martin stated that one Generation XY intern started working with the City Clerk this week and two (2) starting Monday.

SIDEWALK-WEST CHURCH ST.

The City Manager explained that the State has been working on the Hwy 401 bridge near Scotland High School and in conjunction with that project building new sections of sidewalks in the area. He added that the State will also add a crosswalk with appropriate pedestrian signals. He added that staff was asked to research extending sidewalks west of the Wilco Hess station to the City limit line as well as from Church Street to Scotland High School. He further added that the cost for these projects is approximately \$60,000.00. He was informed by the DOT Division Engineer that the State has grants available for sidewalk project whereby the State would pay 80% of the cost of installing sidewalks, with the City responsible for 20%, if this project were eligible for the grant program.

Following discussion regarding development of a pedestrian plan for the City and the grant program, it was consensus of Council for staff to get more information on this grant program to provide to Council.

DATAMATIC

The City Manager stated that December 3rd was the date to see progress on the communication side of this project. He further stated that the filter is working. He added that Harry Gale, Head Meter Reader and Technician, was present.

Mr. Gale explained that he had received a printout from Datamatic has coming in through its mesh system, which shows that the readings are pretty good. He added that the major problem was the bridge between the Datamatic software and Harris (the City's utility billing software). He explained that last Monday a trial run was run, and it appeared that everything went well with most information transferred over into Harris. He further added that there were still issues with some of the fireflies and he is working on eliminating those issues.

Upon question by Mr. Burchins, Mr. Gale stated that the City has 60 routes and of those 40-45 routes have electric and water service, with the remaining routes just having water. He added that approximately 50 meters are being tested each day by Mr. Secord of Datamatic.

Mr. Gale explained that one problem area is Gibson Road because the infrastructure was not completely installed by Datamatic. If Mr. Secord cannot get the infrastructure installed, then that area will have to be read by drive-by system, which affects approximately 600-700 customers.

Upon question by Councilmember Willis, Mrs. Carpenter stated that if this part of the project is

not completed, the City will not pay Datamatic any more money.

The City Manager explained that he would like to ask that the attorneys step aside and allow he and the Datamatic President discuss the problems in order to resolve them. He added that one of the outstanding issues were the problems with the three (3) gateways. He further added that the gateways had been tested and revealed that the problem was not with the City's IP addresses as previously thought. He stated that once the gateways were working, the project would be in good shape and the City would be at a point of preparing a punch list. He stated that Mr. Gale had done a tremendous job in working to resolve the communication issues.

Upon question by Councilmember Willis, Mrs. Carpenter explained that a full parallel billing run could be done for the February 2013 billing which will be read at the end of January 2013.

POLICY ON FILLING COUNCIL VACANCY

A discussion ensued concerning development of a policy on filling Council vacancies with Mayor Parker polling each Councilmember with the comments as follows:

- Councilmember Leak-likes the current system
- Mayor Parker-keep the current system but put it in writing
- Councilmember Adams-need a policy to have people apply and conduct interviews
- Councilmember Willis-no sense changing current system if it has worked all these years
- Councilmember Williamson-develop some type of hybrid system of the current system but also allow others to apply if interested in order to be open and transparent

MANAGERIAL GOALS

The City Manager provided Council with proposed Managerial Goals as requested by Council. He requested that Council review the work completed thus far on several of the goals to determine if it was sufficient before completing the process on the remainder of the Managerial Goals.

CHAMBER BANQUET

Upon question by Mayor Parker, Councilmember Adams and Mayor Parker stated that they would attend the Chamber Banquet on January 3, 2013.

CLOSED SESSION

At 8:05 p.m. Councilmember Adams 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 Willis and carried unanimously.

At 8:20 p.m., motion was made by Councilmember Willis, seconded by Councilmember

Williamson, and unanimously carried to adjourn the closed session and resume the regular meeting.

RESIGNATION OF CITY MANAGER

The City Manager stated that because of personal reasons he was submitting his resignation as City Manager of Laurinburg effective midnight on December 11, 2012. He stated that it had been a privilege to work with the Mayor, Council, Department Heads, all of the City employees and the citizens of Laurinburg. He added that he had enjoyed working for Laurinburg as it is a great community with great opportunities. He thanked the Mayor Council for the opportunity to have served Laurinburg.

Motion was made by Councilmember Willis, seconded by Councilmember Adams, and unanimously carried to accept the City Manager's resignation and authorize the Mayor and City Clerk to execute a Severance Agreement with Mr. Burchins.

Mayor Parker then presented Mr. Burchins with a plaque which read as follows:

APPRECIATION
to
EDWARD F. BURCHINS
CITY MANAGER
JULY 2009 – DECEMBER 2012

In special tribute for his dedicated public service as City Manager for the City of Laurinburg,

The Laurinburg City Council expresses its sincere appreciation for his unselfish professional service to the citizens of Laurinburg.

His intense passion and creative thinking have made him a most valuable public servant. He has worked tirelessly and effectively to make our City a better place to live for all the citizens of Laurinburg.

We wish him many more years of continued success.

Presented this the 11th day of December, 2012.

Thomas W. Parker, III
Mayor

Kenton T. Spencer
Mayor Pro Tempore

Mary Jo Adams
Councilmember

Curtis B. Leak
Councilmember

Andrew G. Williamson, Jr.
Councilmember

J. D. Willis
Councilmember

CLOSED SESSION

At 8:25 p.m. motion was made by Councilmember Willis to go into closed session pursuant to North Carolina 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; pursuant to North Carolina General Statute 143-318.11(a)(4), to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations; and 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 Williamson and carried unanimously.

At 10:17 p.m. motion was made by Councilmember Spencer, seconded by Councilmember Willis, and unanimously carried to adjourn the closed session and resume the regular meeting.

INTERIM CITY MANAGER

Motion was made by Councilmember Williamson, seconded by Councilmember Spencer and unanimously carried to appoint Harold W. Haywood as Interim City Manager until a successor is appointed.

The City Clerk administered the Oath of Office to Harold W. Haywood to serve as the Interim City Manager.

ADJOURNMENT

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

The meeting adjourned at 10:20 p.m.

Thomas W. Parker, III, Mayor

Jennifer A. Tippet, City Clerk