

**CITY OF LAURINBURG
CITY COUNCIL SPECIAL MEETING/WORK SESSION
MARCH 15, 2016
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 March 15, 2016 in the Council Chambers of the Municipal Building at 7:00 p.m. with the Honorable Matthew Block, MD, 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 Block called the meeting to order at 7:00 p.m.

Councilmember Adams requested a moment of silence.

APPROVAL OF AGENDA

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

AGENDA FOR MARCH 22, 2016

Mayor Block reviewed the agenda for March 22, 2016 as follows:

- 3) Consent Agenda
 - a) Consider minutes of January 19, 2016 regular meeting; January 27, 2016 special meeting; February 9, 2016 special meeting/work session; and February 12, 2016 special meeting/retreat

PUBLIC HEARING

- 4) Consider request for a Conditional Use Permit to operate a carnival at 1681 S. Main Street from March 31, 2016 through April 10, 2016
The City Manager explained that Planning Board recommended approval of this request at its February meeting, with the condition that the carnival operator ensured that there was no spill-over parking in the Captain Larry's parking lot.

DELEGATIONS

- 5) Concerned Pastors of Laurinburg
The City Manager explained that Pastor Michael Edds had called and requested for this item to be on the agenda.
- 6) Woody Pierce-Dismissal of Rev. Edds as the Police Chaplain

The City Manager explained that Mr. Michael Schmidt requested this delegation and the following delegation on the agenda.

- 7) Michael Schmidt-On Behalf of Pastors and Citizens of the Community Regarding the Proposed Building of A New City Hall

CITY MANAGER REPORTS

- 8) Community Development Update

The City Manager explained that former Community Development Director Teddy Warner would be at the meeting to discuss project completed and pending.

- 9) Consider Tema Festival

The City Manager explained that Council received information concerning the Tema Festival at the February meeting, and after Council posed questions to staff, a memorandum to Council addressing those questions was distributed.

- 10) Consider Resolution No. R-2016- Adopting an iPad Policy

The City Manager explained that in connection with the Paperless Agenda Project, Council, the City Manager, the City Clerk and the City Attorney would be issued iPads; therefore, a policy was needed. He added that staff needed to have input on two (2) areas of the policy: Section 1 requiring use of City email accounts and Section 7 concerning disposition of the iPad at the end of an elected officials' term or an employee's departure from the City.

Following discussion, it was consensus of Council to require the use of City email accounts and for elected officials, the City Manager, the City Clerk and City Attorney to have the option of turning in the iPad or purchasing at a depreciated amount provided all City information had been wiped from the iPad.

Upon question by Mayor Block, the City Manager explained that Council will need to take action concerning the Tema Fest and that the information was not received until the evening before the February Council meeting.

Councilmember Willis suggested that since Ms. Aku Opata and Mr. Terrence Williams were present the Tema Fest should be discussed in the event the Ms. Opata and Mr. Williams need to get additional information in order for Council to make a decision.

Councilmember Adams explained that the following items were concerns of members of Council: traffic, crowd control devices, trash removal, City staffing request, parking, insurance, noise ordinance, banners, City property and equipment, vending on public property and use of private property.

Councilmember Hammond explained that she had questions concerning the purpose behind some of the statements in the Tema Fest proposal such as a vendor within a certain distance from the festival.

Mr. Williams explained that the distance for vendors is to have control of the festival and vendors do not set up on the exterior of the festival area.

The following were questions/concerns addressed by Mr. Williams:

- Insurance will be reviewed with Mrs. Galloway, Human Resources/Risk Management Director.
- The Laurinburg Downtown Revitalization Corporation (LDRC) will be involved along with the Arts Council and the Tourism Development Authority (TDA).
- The North Carolina Department of Transportation (DOT) will be contacted for closure of Atkinson Street.
- The headquarters for the festival will be at 200 Atkinson Street.

Councilmembers Adams and Hammond and the City Manager will meet with Mr. Williams and Ms. Opata prior to the March 22, 2016 meeting.

Discussion ensued concerning the status of the Laurinburg/Tema Sister Cities Initiative. Ms. Opata explained that she would provide the resolution from Tema to the City.

- 11) Consider setting public hearing to be held on April 19, 2016 at 7:00 p.m. to consider a request to rezone from Residential-20 to General Business a tract of land on US 501 South (Johns Road)
- 12) Potential City Hall/Police Station Selection Committee Interview Recommendation
The City Manager explained that the Committee interviewed for the construction management firm last week. He added that in addition to approval for the City Manager to negotiate the contract with the construction management firm, Council would set the date and time for the public input session on the potential City Hall and Police Station.

Upon question by Mayor Block, the City Manager explained that by utilizing the Construction Management at Risk (created for small municipalities that do not have staff to manage major construction projects), a design firm and a construction management firm are hired to work together to keep the construction costs down. He added that only one (1) construction firm responded to the Request for Qualifications (RFQ). He further added that Councilmembers Williamson and Willis, Harold Haywood and himself were members of the Committee that conducted interviews for the design firm and the construction management firm.

Councilmember Williamson explained that the construction management firm would provide costs for the construction based upon the Creech & Associates design in order for Council to have definitive financial information.

The City Manager explained that if Council decides to move forward with construction of a new City Hall and Police Station, then the selected firm would be the construction management firm that is used.

Councilmember Willis added that the construction management firm is needed to provide costs based upon the design submitted by the architectural firm. He added that that construction management firm takes into consideration all costs to build the facility. He further added that the architect designs without considering potential construction costs.

The City Manager explained that the design firm designs the building and the construction management firm provides the costs for renovation or construction of a new building. He added that thus far cost of the possible new City Hall and Police Station had not been discussed by Council throughout the process. He further added that the Space Needs Analysis Study conducted by Oakley-Collier in 2013 included costs.

Upon question by Councilmember Hammond, the City Manager explained that no construction management firm or contractor was involved in the 2013 Space Needs Assessment Study.

The City Manager explained that when the public input session is held concerning the proposed new City Hall and Police Station, the experts, (i.e. architects and contractor) will be on hand to explain and answer any questions that may arise.

Mayor Block explained that he felt the City was sending mixed messages to citizens since it is being said that nothing is definite, yet a contract was signed with the architect for \$550,000.00. He added that the blueprints of the building have already been submitted by the architectural firm. He further added that he did not see the need to obtain costs when citizens have not had any input yet, and the citizens may want Council to construct a recreation center instead of a City Hall and Police Station.

Councilmember Williamson explained that Council does not have any idea of the costs of construction.

Mayor Block explained that as a general rule, architectural fees are 10% of construction costs; therefore he did not feel that staff time should be wasted by hiring a construction firm prior to hearing from citizens.

Councilmember Willis explained that in order to provide an accurate picture, the architectural firm and the construction firm needed to provide a cost, and then the public input session could be held.

Councilmember Leak explained that the current City Hall was built with the leadership of former Councils and Mayors. He explained that the process should be followed through of investigating a new City Hall and Police Station.

Councilmember Williamson explained that when he first came on Council, former City Manager Burchins took he and Councilmember Adams on a tour of all City property including the Police Station, and at that time was told that the City was having a Space Needs Analysis Study conducted. He added that shortly after that, the Oakley-Collier study was presented to Council. He further added that it was inevitable to discuss a new City Hall and Police Station. He further explained that the citizens need to know everything –cost, the City's ability to finance, the City's ability to not finance, whether renovation is an option. He added that he wants the experts to tell Council and citizens the pros and cons of new construction renovation or do nothing. He expressed concern that it would be premature to have a public input session without having all of the

information, including cost. He concluded by stating that Council needs to do its due diligence.

Councilmember Hammond explained that the City is trying to recruit business and industry to the community and she is concerned about the possible perception given if the City is not interested in investing in itself. She added that even before the Council Chambers was renovated in the late 1990's, there was a need for new facilities to be compatible with technology.

Councilmember Williamson explained that Council wants to be proactive and see the City and community grow. He added that he did not feel that Council should be criticized for being proactive.

Councilmember Adams explained that with the historically low interest rates, the City should be investigating construction a City Hall and Police Station at this time.

Upon question by Mayor Block, the City Manager explained that the architect did not know the square footage necessary when the design contract was signed.

- 13) Consider Adopting the NCDOT Prequalification Policy to be used solely for transportation projects with NCDOT Funding
- 14) Consider Application for F.E.M.A./A.F.G. (S.A.F.E.R.) - Staffing for Adequate Fire & Emergency Response Grant
The City Manager explained that Fire Chief Randy Gibson would present information concerning a possible grant from FEMA that would allow the hiring of up to five (5) additional firefighters for up to two (2) years. He added that the grant would pay for salary and benefits for the additional firefighters; however, after two (2) years, the City would either have to take on those costs or fire the employees. He further added that there are safety and liability concerns having only one (1) firefighter on duty at each of the two (2) fire stations. He further explained that Chief Gibson will provide additional information on March 22, 2016 meeting.

APPOINTMENTS

- 15) Scotland County Economic Development Corporation

CONSENT AGENDA

Upon the City Manager's recommendation, it was consensus of Council to add Items 10, 11 and 13 to the Consent Agenda.

DISCUSSION OF PUBLIC COMMENT PROCEDURES

The City Manager explained that Council had requested discussion of the public comment procedures to ensure that everyone was familiar with the City's policy.

Councilmember Adams explained that at the last Council meeting when she presided, she explained that the Public Comment Period as a time for comments from the public and not for

engaging Council in conversation. She added that several of the individuals that spoke during the Public Comment Period specifically asked questions to which Council did not respond. She further added that the policy includes time limit for speakers; however, she did not enforce the time limit. She explained that when she first came on Council, the Public Comment Period was at the end of the meeting, and former Mayor Parker requested that it be moved to the beginning of the meeting.

Following discussion, it was consensus of Council that when there are individuals present to speak during the Public Comment Period, for the Mayor or the City Attorney to briefly explain the Public Comment Policy prior to the Public Comment Period. It was also consensus of Council to not change the Public Comment Period from the beginning of the meeting to the end of the meeting.

CONSIDER REVISED AGENDA ACTION FORM

The City Clerk explained that she has revised the agenda action form. She wanted Council to be aware of the revisions which included addition of the Finance Director's comments.

DISCUSSION OF PAPERLESS AGENDA PROJECT AND IPAD TRAINING

The City Clerk explained that the iPads for the Paperless Agenda Project had been received and set-up by Josh Coble, IT Manager. She added that Mr. Coble would be available to conduct training on Monday, April 4, 2016 at 2:00 p.m. and 5:30 p.m., and if needed, another training session could be scheduled. Following discussion, it was consensus of Council for all to come to the 2:00 p.m. training session.

Upon question by Mayor Block, the City Clerk explained that the April agendas will be available for Council on the iPads; however, the agenda books would be prepared for several months to allow Council to become familiar with the iPads.

ECONOMIC DEVELOPMENT

Councilmember Adams explained that she had attended three (3) meetings as the City's interim member of the Scotland County Economic Development Corporation (EDC) which included interviews for EDC Director and an update on Cascades property given to Scotland County which will be a Duke Readiness Site.

The City Manager explained that the property Cascades gave to Scotland County is 400 acres across from the treatment plant, and the County had applied to be a Duke Readiness Site which will help the County prepare the site by clearing the land, removing stumps and a Phase I Environmental Assessment so that the property will be a shovel-ready site for potential industry.

The City Attorney explained that he had received comments on the proposed by-law changes.

The City Manager explained that he had met with Emily Miller of McAdams & Associates, a company that is a group that specializes in different economic development areas as far as

infrastructure and marketing. He added that he, Mr. Teddy Warner, Community Development Director, the County Manager and County Commissioner Bob Davis met with Ms. Miller and Mr. Robert Azar, a specialist with Japanese relations. He further added that Mr. Azar also met with FCC. He further explained that McAdams & Associates were trying to bring subcontracts or smaller businesses into Scotland County.

Upon question by Mayor Block, the City Manager explained that he had contacted the County Manager to inform him that \$20,000.00 of the City's contribution to the EDC had been placed in Contingency.

A brief discussion ensued concerning the funds placed in Contingency.

CLOSED SESSION

The City Manager explained that the closed session was postponed until next Tuesday night, March 22, 2016.

ADJOURNMENT

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

The meeting adjourned at 8:25 p.m.

Matthew Block, MD, Mayor

Jennifer A. Tippett, City Clerk