

**CITY OF LAURINBURG
CITY COUNCIL SPECIAL MEETING/WORK SESSION
APRIL 12, 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 April 12, 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. Tippett, City Clerk; and William P. Floyd, Jr., City Attorney.

Mayor Block called the meeting to order at 7:00 p.m.

Councilmember Hammond requested a moment of silence.

APPROVAL OF AGENDA

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

AGENDA FOR APRIL 19, 2016

The City Manager reviewed the agenda for April 19, 2016 as follows:

- 3) Consent Agenda
 - a) Consider minutes of February 16, 2016 regular meeting; February 25, 2016 Citizen Input Session; and March 15, 2016 special meeting/work session

PUBLIC HEARING

- 4) Consider request to rezone from Residential-20 to General Business a tract of land on US 501 South (Johns Road)
The City Manager explained that Planning Board recommended approval of this request. He added that the property will be used for a heating and air conditioning business.

DELEGATION

- 5) Sewer Tap Issue – Emma Dockery, 17321 Harvell Lane
The City Manager explained that Ms. Emma Dockery is requesting that the sewer tap fee be waived. He explained that many years ago the City received an easement from Ms. Dockery's father in exchange for a free sewer tap. He further added that no one can find evidence of the agreement; however it could have been a verbal agreement during that timeframe.
- 6) Lumber River Council of Government Update – Adrian Lowery

- 7) Laurinburg Housing Authority Billing Changes Update – Nancy Walker
The City Manager explained that Ms. Walker will explain the new process for Housing Authority tenants' electric bills that is a Housing and Urban Development (HUD) requirement.
Discussion ensued concerning the possibility that some of the tenants might have previous delinquent accounts for which the City must collect, the need for the tenants to pay the required utility deposit, and the need for the City to collect on the delinquent accounts.
- 8) Arts Council Update/Budget – Erin Rembert
The City Manager explained that Ms. Rembert requested to talk with Council about funding and the Arts Council providing assistance on quality of life items, such as managing Christmas On Main. He added that Ms. Rembert would provide details.

CITY MANAGER REPORTS

- 9) Creech & Associates and Edifice – Presentation on Options Concerning City Hall
The City Manager explained that Creech & Associates and Edifice, Inc. would provide information on the options for City Hall that Council requested concerning construction and renovation costs.
- 10) Community Development Update
The City Manager explained that he was requesting that this item be pulled from the agenda as there is no update at this time.
The City Manager briefly discussed the meeting earlier in the day concerning the Downtown Community Associates Program.
- 11) Consider Amending the 2016 Council Meeting Schedule by eliminating the special meeting/work sessions
- 12) Consider Ratification for the Mayor Pro Tem to Sign Letter of Support for FEMA Grant
The City Manager explained that due to the grant deadline, the Mayor Pro Tem signed the letter of support, and this will allow that signature to be valid.
- 13) Consider Policy for following-up on Public Input Questions/Issues
The City Manager explained that Mayor Block requested this item on the agenda.

The City Manager explained that a closed session to consult with the attorney was also on the agenda. He added that an item was added concerning the Asset Management Planning Grant which will identify the City's water and sewer infrastructure. He further added that Mr. Jim Perry of the Lumber River Council of Governments (COG) will assist with the grant.

Mayor Block commented that he thought Councilmember Hammond discussed at last month's meeting to discuss a Citizen Academy.

Councilmember Hammond explained that she thought this would be discussed during budget meetings.

Mayor Block explained that they had discussed at the last meeting to add to the agenda discussing forming a committee on a community recreation center and doing something about litter in order to address concerns from the Citizen Input Session.

The City Manager explained that the Citizen Academy had been discussed at the Leadership Team meeting last week, and staff will develop a plan to present to Council during the budget process. He added that if the Mayor or Council wanted to add items to the agenda, to let him know.

Councilmember Adams suggested that instead of having a City Recreation Committee that the Mayor be appointed to the Scotland County Parks and Recreation Advisory Board (Advisory Board) so that efforts are not duplicated. She added that Mayor Block can be updated on the Advisory Board's efforts over the last four (4) years.

Mayor Block explained that he was proposing a committee to investigate options of a recreation center and that it would not be an ongoing committee. He added that he felt like he knew what the County's plan was.

Councilmember Adams explained that the City participated in a study three (3) years ago and that there is a plan for a recreation center and community building. She added that funding was the determining factor for construction of a recreation center.

Councilmember Williamson explained that is the City's appointee on the Advisory Board and attended a meeting earlier in the day and a recreation center was not discussed. He added that he would be happy to relinquish his seat on the Advisory Board to Mayor Block.

A brief discussion ensued concerning the parks and recreation study conducted several years ago that was funded by the City, Scotland County and Scotland Memorial Hospital.

Councilmember Willis suggested that Mayor Block be appointed to the Advisory Board to be updated on the status of a recreation center, and then consider a City committee.

Councilmember Williamson explained that discussion needs to happen concerning a recreation center. He further explained that the citizens should also speak to the Scotland County Board of Commissioners about a recreation center. He added that the City cannot be solely responsible, and that the City and County could potentially partner on this. He added that with the availability of grant funding, it may be the right time to discuss a recreation center.

Further discussion ensued concerning the citizens' request for a recreation center, the recreation feasibility study conducted jointly by the City, Scotland County, and Scotland Memorial Hospital, and the need for partnerships to bring a recreation center to fruition.

Mayor Block explained that the citizens want the City Council to acknowledge the desire for a recreation center, and to take a leadership role in pursuing all possible funding avenues and the feasibility of a recreation center.

Following further discussion, Mayor Block agreed to be appointed to the Scotland County Parks and Recreation Advisory Board to replace Councilmember Williamson. He explained that he would request that a recreation center be on the next Advisory Board's meeting and then provide a report back to Council at the May Council meeting.

Councilmember Willis explained that he wanted the citizens to know that Council is not saying “no” to a recreation center.

The City Manager clarified that appointment of the Mayor to the Scotland County Parks and Recreation Advisory Board to replace Councilmember Williamson would be added to the April 19, 2016 agenda.

CONSENT AGENDA

Following discussion, it was consensus for Item 12 and the resolutions for the Asset Management Planning Grant to be added to the Consent Agenda.

FY 2017 BUDGET SUMMARY REVIEW

The City Manager explained that he would be giving a broad overview of the General Fund as it is currently based upon department requests. He added that the Budget Team consisting of himself; Ms. Carrie Neal, Interim Finance Director; Mr. Harold Haywood, General Services Director; and Ms. Betty Galloway, Human Resources/Risk Management Director, will review and make cuts to the expenditures. He further added that he will discuss items that caused expenditures in the preliminary budget to be over revenues. He further explained that he will present his proposed budget to Council at the end of May.

He then reviewed the following:

Revenues	\$	7,477,162.00
Expenditures	\$	8,015,526.00
	\$	(538,364.00)

He explained that revenues were down from last year’s budget, and expenditures were approximately \$500,000.00 to \$600,000.00 higher than last year’s budget. He stressed that the expenditures were “wants and needs” submitted by department heads and were new projects. He added that some of the projects or purchases may not be able to be funded in the upcoming budget. He further added that operational costs have decreased from expenditures other than the items listed below:

Capital Projects/Items:

Greenspace Project	\$	25,000.00
Cemetery Curbing	\$	8,500.00
Cemetery Fence & Buffering	\$	11,300.00
Fire Truck Equipment	\$	125,000.00
Street Sweeper	\$	200,000.00
Paving	\$	200,000.00
Pavement Survey/Study	\$	21,000.00

3-Bay Garage Expansion
(\$125,000 total-split with
enterprise funds)

\$	31,250.00
\$	<u>622,050.00</u>

The City Manager explained that the expenditures for the capital projects/items are responsible for expenditures to be above revenues; otherwise, every departments' budgets are under the total amount from last year. He added that staff has received new insurance quotes and Mrs. Galloway is reviewing them. He further added that one (1) quote received would keep at least comparable insurance with up to a \$200,000.00 decrease in premiums. He further explained that this will be discussed further once the review is completed.

The City Manager discussed projected revenues. He explained that the revenue projections were down from the previous year as the Interim Finance Director based revenue projections on actual revenues. He added that the projected revenues does not take into account the change in the State formula for sales tax reimbursement. He further added that since this is the first year under the new formula, there are no solid numbers to determine what the increase will be for the City.

The City Manager explained that the brief overview of the budget in its present state represented wants and needs from department heads, and will be adjusted prior to the first budget meeting, on May 10, 2016.

Upon question by Councilmember Hammond, the City Manager explained that paving has not been included in the budget for three (3) years. He added that patching and repair work has been done, but no paving or resurfacing had been done.

Upon question by Mayor Block, the City Manager clarified that the revenue numbers are based upon the current year's actual revenue to this time period, and that because of the sales tax redistribution plan, revenues will increase. He added that staff has no solid numbers on results of the sales tax redistribution which begins on July 1, 2016.

Mayor Block requested that financing options for the street sweeper be provided.

The City Manager explained that staff needed direction from Council concerning the Laurinburg Downtown Revitalization Corporation (LDRC) funds for 2017. He added that the individuals from the Downtown Community Associates Program will work with City staff on some downtown projects to make downtown look better and to make the former McDuffie property safe and not a liability for the City.

The City Manager explained that staff needed direction from Council concerning a downtown request from Ms. Theresa Alexander to replace the awning at the Quick Copy Center located at 301 South Main Street. He further explained that in the past LDRC would purchase one (1) awning per building, and then the property owner assumed responsibility. He added that the representatives from the Downtown Community Associates program would assist the City in developing a policy for awnings. He further added that the recommended policy will require that the property owners should pay 50% or up to a certain amount for façade improvements.

Discussion ensued concerning the condition of the awnings at Quick Copy Center and at Scissors Palace, and the need to replace while the policy is being developed. The City Manager explained that an awning has been ordered for Scissors Palace. He added that the specs for the Scissors Palace awning had been reviewed by the Downtown Community Associates personnel who specialize in awnings.

Following discussion concerning LDRC funds, it was consensus of Council for the City Manager to check with Mr. Jim Willis to determine if there are any other awnings downtown that need to be replaced, and for consideration of replacing the Quick Copy awning be placed on the April 19, 2016 agenda for action.

The City Manager explained that staff needed guidance from Council concerning the Beautification and Crime & Drug Committees. He explained that both committees have struggled to have quorum at meetings, and that since both meetings are at 6:00 p.m., staff is either paid overtime or given compensatory time for attending, even if there is no quorum.

A lengthy discussion ensued concerning both committees and their importance to the community. Councilmember Leak suggested that a Councilmember should be on both committees. He added that he would like to be on the Crime & Drug Committee and have the meeting time changed to 12:00 p.m. and have a meeting once a quarter instead of monthly. He further added that he believed the Beautification Committee should meet quarterly and at lunch time also.

It was consensus of Council for the committee chairpersons to come to the May council meeting to update Council on the committees and to suggest ideas for improving meeting attendance.

FOLLOW UP AND DISCUSSION FROM COUNCIL RETREAT

The City Manager explained that the “Next Steps” and “Updated Roles and Expectations” from the Council Retreat held February 12, 2016 needed to be discussed. He then provided an update on the “Next Steps” as follows:

1. Manager will explore ways to allocate workload to help Clerk with meeting minutes when there are more than two Council meetings per month.
The City Clerk has completed a Position Analysis Questionnaire (PAQ) showing duties. A meeting will be scheduled to redistribute some of her duties.
2. Re-evaluate scope of agenda meetings to ensure that a) the bulk of the deliberation on an issue takes place in a regular meeting, and b) staff can anticipate what will and will not be included in an agenda meeting.
The scope of agenda meetings will be taken care of by eliminating the agenda meetings.
3. Explore the possibility of getting all Council members on email.

This was taken care of with the iPads and email will be set up on the iPads for Council. The IT Administrator will be at the April 19, 2016 meeting to set up email or to help with IT issues.

4. Research what other communities do to help mayors enforce rules of procedure.
The City Attorney explained that he would be happy to discuss this with the Mayor.
5. Review roles and expectations whenever there is a new Council member or Mayor.
6. Mayor will research role of mayors in various North Carolina municipalities and report back.

Mayor Block explained that he had not researched the roles of mayors in various municipalities other than reading over the booklet “Leading Your Governing Board: A Guide for Mayors and County Board Chairs” by Vaughn Upshaw of the University of North Carolina School of Government. He explained that he had discussed his role with regard to Council in one of his articles. He further explained that the role of a mayor is very vague other than the set responsibilities of running the meetings and signing documents. He added that he felt as Mayor, he was to bring the public opinion before Council and to take Council’s decisions and the work of the City to the people. He cited the following from the above referenced booklet:

- “Be an independent thinker who can disagree with the manager and other members of the board without being disagreeable.”
- “Be secure in your position, willing to take a stand even when it is not popular.”
- Involve the community in creating a vision and mission for the city or county.”
- Do not over-react to public pressure.”

Mayor Block explained that ideally, he would like to get along with Council; however, if he has an opinion that differs from Council, he sees his role as expressing such. He added that he wanted to try to create a good work environment. He further explained that if he disagrees, he does not plan to be or will be disrespectful or petty or backhanded about the issues, and would not make it personal.

The City Attorney explained that when the Mayor wants to engage in debate during meetings, which is perfectly proper to do so, that the Mayor should designate someone else to run the meeting during that discussion.

ECONOMIC DEVELOPMENT

The City Manager explained that it was announced that Mark Ward had been hired as the EDC Director and he would start the first of May.

Mayor Block explained that there is an upcoming fly-in whereby industrial site selectors will come in for several days for a regional tour of several counties including Scotland County. He added that the site selectors will be shown different properties in the different counties in the

region. He further added that the City Manager and the County Manager would be participating to market the County's properties including the Airport, the City's Industrial Park and the Cascades property. He further explained that an expansion of the warehouse at Pioneer was announced.

Upon question by Councilmember Adams, Councilmember Hammond explained that the EDC indicated that it would be reviewing the bylaws.

Mayor Block explained that a discussion was held at the EDC meeting concerning whether the City should make a full contribution to the EDC since there was no Director. He added that the EDC felt like the County had contributed a lot of money toward economic development and that the County was still giving the same amount of money to the EDC with or without a Director.

Councilmember Willis explained that if the County had not been transferring money to the EDC but had been absorbing the lapsed salary, then he felt that the City could absorb some of its funds. He added that the City's contribution did not go towards the Director's salary, but was for overall operations.

Councilmember Adams explained that the County members of the EDC explained that the Director's lapsed salary went towards paying for the County Manager's time and the secretary's time for preparing the minutes.

Following further discussion, it was consensus of Council to consider providing the remainder of the City's contribution to the EDC on the April 19, 2016 agenda.

CLOSED SESSION

At 8:47 p.m., Councilmember Adams moved to go into closed session pursuant to NC 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 concerning Shoeheel Farms LLC v. City of Laurinburg. The motion was seconded by Councilmember Williamson, and carried unanimously.

At 9:04 p.m., Councilmember Willis moved to adjourn the closed session and resume the open meeting. The motion was seconded by Councilmember Adams, and carried unanimously.

CONSENT AGREEMENT

Councilmember Willis moved to approve and ratify a Consent Judgment between the City of Laurinburg and Shoeheel Farms, GP whereby the City will re-convey to Shoeheel Farms, GP the three well sites previously condemned by the City for raw water production. The Consent Judgment also provides that the City shall pay a portion of the litigation costs of Shoeheel Farms, GP in the amount of \$53,000.00, \$12,000.00 of which shall be paid to Shoeheel Farms, GP from funds on deposit with the Clerk of Court with the remaining \$41,000.00 being paid to Shoeheel Farms, GP by the City from the FCC Capital Project Fund. Councilmember Leak seconded the motion, and it carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 9:05 p.m.

Matthew Block, MD, Mayor

Jennifer A. Tippett, City Clerk