



**City Council
Pre-Agenda Meeting
Trinity, NC
May 14, 2013 @ 4:00 p.m.
Trinity City Hall Annex**

Members Present: Mayor Carlton Boyles; Council members: Chester Ayers, Karen Bridges, Debbie Frazier, Linda Gantt, Tommy Johnson, Barry Lambeth, Ed Lohr, and Kristen Varner.

Members Absent: None

Others present: City Manager, Debbie Hinson; City Attorney, Bob Wilhoit; Public Works Director, Storm Water Administrator, Rich Baker; Planning and Zoning Director, Julie Maybee; Assistant Finance Officer, Lisa Beam; Assistant City Clerk, Annette de Ruyter; members of the media, and members of the audience.

I. Welcome (*Mayor Carlton Boyles*)

Mayor Boyles called the May 14, 2013 Pre-Agenda Meeting to order at 4:15 p.m. and thanked all those present for coming.

II. Invocation

Council member Lambeth led the invocation.

III. Approve and/or Amend Agenda

Mayor Boyles asked Council to review, amend if needed, and approve the May 14, 2013 Meeting Agenda.

Council member Frazier asked Manager Hinson if numbers 15 and 16 were listed in the correct order on the Agenda as presented. After a brief discussion between Council members and Manager Hinson concerning the correct order of these items, there was a ***motion by Council member Bridges to accept the agenda as written with the exception that the order of numbers 15 and 16 be reversed on the agenda, seconded by Council member Frazier and approved unanimously by all Council members. (This change will result in Item # 16 becoming Item # 15, and Item #15 becoming # 16.)***

IV. Closed Session

- A. Closed Session pursuant to NCGS 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 public body, which privilege is hereby acknowledged.**

- B. Closed Session pursuant to NCGS 143-318.11 (a) (4) to discuss matters relating to Economic Development.**

Motion by Council member Lambeth at 4:19 pm to go into Closed Session, seconded by Council member Frazier, and approved unanimously by all Council members.

Motion by Council member Bridges at 4:58 pm to return to Open Session, seconded by Council member Varner, and approved unanimously by all members.

V. Agenda Items for May 14, 2013 Regular City Council Meeting:

No vote is necessary to put the following item(s) on the agenda, although items may be discussed and staff may present information as necessary or requested.

Standing Report

- 1. Infrastructure Projects Update** (*Rich Baker, Utilities & Public Works, Director/Randy McNeill, Davis-Martin-Powell & Assoc.*)
 - A. Phase 4-B Contracts 1 & 2 (Braxton Craven)** (*Baker & McNeill*)
 - B. Phase 5 Sewer Extensions** (*Baker & McNeill*)

VI. Proclamations

- 2. Proclamation declaring the month of May, 2013 Lyme Disease Awareness Month.** (*Mayor Boyles*)
- 3. Proclamation declaring Saturday, June 15, 2013, “North Carolina Domestic Violence Proclamation 100 Day.”** (*Mayor Boyles*)

Motion to accept the above Proclamations at this meeting and allow Mayor Boyles to move forward by Council member Bridges, seconded by Council member Frazier and approved unanimously by all members.

****Action was taken on these items by Council during this meeting. They will not be included on the May 21, 2013 Regular Meeting Agenda.****

VI. Reports

4. Carl Grubb YMCA Annual Report

Motion by Council member Lambeth to add this item to the May 21, 2013 Regular Meeting Agenda, and seconded by Council member Johnson. The motion was denied with the following vote: Aye: Council members Lambeth, Johnson, and Varner.

Nay: Council member Ayers, Bridges, Frazier, Gantt, and Lohr.

There was a brief discussion between council members concerning the need to place this item on the May 21, Regular Meeting Agenda. Council member Frazier discussed her feelings regarding Council's knowledge concerning what these organizations are about. It was her opinion that there would not be any appropriations for these groups until Council reviewed the proposed New Year budget for the City of Trinity. She felt the YMCA could come and give their report to Council after the budget was approved.

Council member Johnson asked "who decided we were not going to do any appropriations?" Council member Frazier responded to member Johnson that she was merely stating her opinion.

Council member Varner reiterated that the YMCA was already set up to receive a donation from the City of Trinity, and explained that this was just a report on what they had accomplished during the year. This is not a request for money. She asked if Council was not going to allow them to give a report.

Mayor Boyles shared with Council members his feelings regarding this item. He felt Council should be courteous and allow this group to come and speak to them about their programs and accomplishments.

Council member Varner discussed her opinion and feelings about Council's comments concerning whether or not these groups should be allowed to speak. She felt as though it appeared this Council did not want to have the Senior Center or the YMCA come to speak at the Regular Meeting in the event they were denied. Denial would occur at this meeting and not at the Regular Meeting in front of the majority of the public. It was her opinion that it appeared Council was trying to sweep it under the rug at Pre-Agenda.

Mayor Boyles discussed his feelings on how this action may make Council appear in the eyes of the public. It appears that Council does not want to allow these organizations to come and speak at a meeting. It was his feelings that Council should think about how this action may make them look in the eyes of the public.

It was Council member Varner's opinion that this Council did not care how they seem to the public.

5. Annual Report and Funding Request for Randolph County Senior Adults Association, Inc. (Candi Rudzinski, Executive Director)

Motion by Council member Varner to add this item to the May 21, 2013 Regular Council Meeting, seconded by Council member Johnson, and approved unanimously.

6. Monthly Performance Status Report for CDBG Grant # 11-C-2301 (Lisa Beam)

Motion by Council member Bridges to add this item to the May 21, 2013 Regular Council Meeting, seconded by Council member Gantt, and approved unanimously.

VII. Consent Agenda

7. Approve minutes of the March 12, 2013 City Council Pre-Agenda Meeting
(Annette de Ruyter, Assistant City Clerk)

8. Approve minutes of the March 19, 2013 City Council Regular Meeting
(Annette de Ruyter, Assistant City Clerk)

9. Approve minutes of the April 09, 2013 City Council Pre-Agenda Meeting
(Annette de Ruyter, Assistant City Clerk)

10. Approve minutes of the April 16, 2013 City Council Regular Meeting
(Annette de Ruyter, Assistant City Clerk)

Motion by Council member Frazier to add items 7-10 to the May 21, 2013 Regular Council Meeting, seconded by Council member Bridges, and approved unanimously.

VIII. Public Hearing

11. Rezoning Request # Z03-3103-5793 Cedar Post Road, Trinity

Motion by Council member Frazier to add this item to the May 21, 2013 Regular Council Meeting, seconded by Council member Gantt, and approved unanimously.

IX. New Business

12. Review and Approve Sewer Maintenance Contract between City of Trinity and City of Thomasville. *(Rich Baker, Stormwater Administrator/PW Director)*

Motion by Council member Varner to add item 12 to the May 21, 2013 Regular Council Meeting, seconded by Council member Johnson, and approved unanimously by all members.

13. Review and Approve Interlocal Agreement for Fire Inspections between the City of Trinity and Guil-Rand Fire Department for the period of July 1, 2013 through June 30, 2014 at a cost of \$10,176.00.

Council member Bridges asked if this is a three year agreement. Manager Hinson advised Council members this contract was renewed on an annual basis and the amount to perform this service was the same amount as the current year budget. There was no increase in the fee.

Council member Ayers asked if the new planner was qualified to perform these inspections.

There was discussion between Council members, Manager Hinson, and Ms. Maybee, Planner concerning her current level and types of certifications and whether or not she was qualified to perform this type of fire inspections. After review of the current level of inspections held by Ms. Maybee, Manager Hinson felt that Ms. Maybee would need to continue her education in this field and increase her level of inspections to become certified on a level to perform fire inspections and not something that she would be able to accomplish in a year.

It was Council member Johnson's feeling that this was something the Planner should not be doing. He felt this duty would take up to much of her time from the Planning and Zoning Department.

There was further discussion concerning how many businesses in the city were inspected annually, and the fact that the schools also fell into the category for inspections as well.

Manager Hinson discussed with Council a fire that claimed lives because there were not sufficient exit routes from the building that would have been identified by inspections. That prompted the state to require municipalities to start these inspections. The state felt various building fires could be identified and avoided with regular fire inspections.

Motion by Council member Frazier to add this item to the May 21, 2013 Regular Meeting Agenda, seconded by Council member Lambeth, and approved unanimously.

14. Resolution of Intent to Close Weaver Avenue

Mr. Baker shared with Council the situation that Mr. Ruth was having with his septic system and the need to cross this property in order to have a repair field.

He advised Council members that Attorney Wilhoit has found the correct procedure to rectify this problem and that the information to begin this procedure would be given to Council at the Regular Meeting.

Motion by Council member Frazier to add this item to the May 21, 2013 Regular Meeting Agenda, seconded by Council member Johnson, and approved unanimously.

15. New Software and License for Arc Upgrade for Planning Director and Stormwater Administrator/Public Works Director (Rich Baker, Public Works Director)

Mr. Baker shared with Council that this is for the GIS System we currently have now. The help desk in this program is not much help on older versions of the software. The City only has one set of licenses now, which creates issues someone else needs the system. That is the reason for the request for another license. This will give both the Planner and I access to the software. The cost for this is \$1,244.00 per license but we used \$1,300 in order to cover and shipping or miscellaneous charges. This cost is not included in the \$3,500.00 included in Julie's request.

Ms. Maybee, Planning Director, stated that this upgraded software will give us versatility down the road. It should allow us to be able to track actions on specific pieces of properties as well as zoning. Later on we could build a spreadsheet to keep up with zoning issues, complaints, water and sewer lines, and where utilities are located. This will be more user friendly than the older version.

Council member Bridges asked if this addition required an annual renewal. Mr. Baker advised members that the license did not require annual renewal. A lot of companies have an annual maintenance agreement that gives the customer automatic upgrades. The cost for this would be approximately \$1,500.00 annually. The new upgrade will last us several years without the expense on the maintenance agreement.

Council member Ayers discussed the length of time it would take to put the information into the computer so that this is beneficial and who would be putting the information into the computer.

Ms. Maybee stated that at the appropriate time she would come to Council and ask that she be allowed to get an intern to assist her to enter the data. The City is at an excellent point currently to start this now and get the information in to begin building this data.

Council member Ayers asked Ms. Maybee how much time she felt was needed to enter all the information that was needed into the system. She advised Council member Ayers that she could begin with information from 1 year ago and then add to the system as we go. She could not identify a specific time as the amount of data Council would like entered would determine the time.

Council member Lohr discussed the complaint sheet that he had seen and that it reflected only around fifteen complaints this year. He asked about how many complaints are we getting a month.

Ms. Maybee stated that what Council saw currently was public nuisance and zoning complaints. Now that we are getting up to speed Council will probably see a big increase due to the number of cases that she was currently working on.

There was discussion concerning the total costs for the license and software. The cost for the license is \$1,300 each or \$2,600 for the two (2) licenses. The cost for the upgrade, conversion, and data clean up is \$3,500.00, making the total cost and request for Item numbers 15 and 16 \$6,100.00.

Ms. Maybee and Council discussed the cost associated with the professional services associated with Item # 16. She advised Council that she had worked with the proposed contractor during her employment in Roxboro. This is a very good consultant who will give us a very good product and are very efficient in producing what we need. It will help us in making changes in zoning, but the most important thing this will do is bring us up to date with the latest software and will make us compatible with other municipal governments.

Council member Bridges questioned the costs involved for the firm completing the conversion and data clean up. She understood the costs involved for the license and software but questioned the amount for the conversion and data cleanup.

Mr. Baker advised Council members it was his understanding that the conversion would include the zoning for individual partials instead of blocks as currently shown on the zoning map.

Ms. Maybee stated the reason for this conversion was to allow us to make specific inquiries on lots and make that information available online. We will also be able to track complaints or

cases on a lot by lot basis. Also when you look at the zoning map it will follow the boundaries of the property lines and make it clear.

Council member Ayers agreed with Council member Bridges concerning the cost for this service and asked could bids be requested for this service from other vendors. It was his opinion the costs as show was high.

Manager Hinson will get other estimates for this service.

16. Review and Approve Contract for Professional Services to upgrade current Arc program to ArcGIS 10.1, format Conversion and Data Cleanup.

(Julie Maybee)

Ms. Maybee and Council discussed the cost associated with the professional services associated with Item # 16. She advised Council that she had worked with the proposed contractor during her employment in Roxboro. This is a very good consultant and will give us a very good product and is very efficient in producing what we need. It will help us in making changes in zoning, but the most important thing this will do is bring us up to date with the latest software and will make us compatible with other municipal governments.

Council member Bridges questioned the costs involved for the firm completing the conversion and data clean up. She understood the costs involved for the license and software but questioned the amount for the conversion and data cleanup.

Mr. Baker advised Council members it was his understanding that the conversion would include the zoning for individual partials instead of blocks as currently shown on the zoning map.

Ms. Maybee stated the reason for this conversion was to allow us to make specific inquiries on lots and make that information available online. We will also be able to track complaints or cases on a lot by lot basis. Also when you look at the zoning map it will follow the boundaries of the property lines and make it clear.

Council member Ayers agreed with Council member Bridges concerning the cost for this service and asked if quotes could be requested for this service from other vendors. It was his opinion the costs as shown were expensive.

Motion by Council member Johnson to add #15 & #16 to the May 21, 2013 Agenda. There was further discussion concerning the possibility of obtaining another quote for this service for Council members to consider prior to the Regular Meeting. Ms. Maybee advised Council and Manager Hinson that she would contact another vendor that offered this same service located in Asheboro, NC and felt confident that they could provide the quote for consideration as requested.

At this time, ***Council member Frazier seconded the motion.*** Prior to the vote, Manager Hinson advised Council that if the quote was not received in sufficient time to provide the information for consideration this item could be removed from the Agenda and only the item for the license considered.

17. Budget Amendments for General Fund and Sewer Fund Departments

Manager Hinson advised Council members the amendments included in this packet did not include what will come to Council concerning the Resolution for Capital Projects. I will bring that to Council in June.

Manager Hinson reviewed the budget amendments attached that included the Governing Body, Planning Board, and Sewer Department.

Governing Body: Salary and FICA increased; Professional Services decreased for the same amount. This does not change the total originally budgeted for this department and is a distribution change only between these line items in this department.

Planning Board: Advertising increased; Travel/Training decreased for the same amount. This does not change the total originally budgeted for this department and is a distribution change only between these line items in this department.

Sewer Department: Technical and Contract Services increased; The increases in this line item is due to the costs paid to the City of Thomasville for their contract services that includes repairs to the pump stations and any other outside contract services, another cost that has increase this line item for this fiscal year is the sewer mapping. This is a one (1) time cost and will not be a normal annual operating cost in future budgets.

Billing fees increased; this represents the expense paid to Davidson Water to generate billing to city residents for sewer and garbage service. As the number of residents that service is provided to increases the cost for billing services increase.

Tap fee refunds are not budgeted as this is not something that will be an annual expense. This line item represents a refund to residents that have paid their tap fee and cannot be served by the city sewer service. In this situation the City refunds their tap fee.

The following items reflect decreases that equal the increases within the Sewer budget. Again there is no change in the original amount budgeted for this department only line item distributions within the department.

Line items decreased include: Materials &Supplies, Fuel Oil & Generator Maintenance, Sewer Right of Way Maintenance, Capital Construction, Capital Outlay, and Contingency.

Council member Bridges asked how Contract Repairs differed from Technical and Contract Services. Manager Hinson explained changes that she had implemented concerning these items. Technical Service is normally those charges incurred from engineering services. We have set up the new Contract Repairs in an effort to distinguish the costs of contract services for our sewer operations separate. This will also help us track our maintenance costs paid to the City of Thomasville and will help us in preparation of future year budgets.

Debt Payments: This amendment is to cover an interest payment that was not included in the regular operating budget.

Phase 4: This represents the amount that was paid for Bond Anticipation Notes that were not budgeted until expended since no amount was available at the time the budget was prepared.

Stormwater: This amendment was made to reflect changes that are needed until the Powell Bill Sheets are totaled. This amendment will not be made or will be adjusted to reflect the amount of dollars due from work performed for Powell Bill repairs.

Motion to add to Consent Agenda excluding # 4 that was a duplicate amendment by Council member Varner, seconded by Council member Frazier and approved unanimously.

X. Code Enforcement Report

(Julie Maybee, Planning Director and Rich Baker, Public Works Director)

Ms. Maybee discussed the Code Enforcement report and the changes that she planned to implement that included a column that represented the last thing completed on a case or complaint.

She shared her goals for addressing code violations. It was her plan to try to have a two (2) day turnaround time. She discussed why issues regarding tall grass may not fall into this time table due to the process that must be followed in regard to notification needed to the owner. She stated that she would try to work with residents to get them into compliance; however, they have to show that they are making a sincere effort to bring it into compliance.

Council member Ayers inquired about the Code Enforcement spreadsheet and the possibility of having a separate sheet for the closed issues as well. Ms. Maybee stated that she could provide a separate sheet for the closed issues. It was her goal to be able to track subdivision plats, zoning inquiries and be able to break down zoning reviews by types, as well as septic tank reviews. She advised members that she would separate the closed cases from the active cases on next month's report.

This item was reviewed at this meeting and will not be included on the May 21, 2013 Regular Meeting Agenda.

XI. Business from City Manager and Staff

Manager Hinson discussed the following items with Council members.

Open Space Dedication and Recreation in relation to funds held in the Park Fund

Manager Hinson discussed the preparation of the annual budget and general information that she would like to receive concerning this item. At different times, Council has discussed the balance currently held in the Parks and Recreation Fund and the possibility of moving this fund back to the General Fund.

There is an Ordinance relating to Open Space Dedication and Recreation. If it is Council desires to move any of the park money we must leave \$11,380.83 in this account for dedicated spaces. If you choose to change this Ordinance and no longer require this stipulation, it will require a public hearing since these is dedicated funds. Once the Ordinance is repealed, the money held in reserve must be returned to the party that paid the fees.

Streetlight Policy

Manager Hinson discussed with Council the utility portion of the Franchise Tax collections and the effect that state legislation may have on the City concerning our Streetlight Policy. She discussed the current petitions that the City had received requesting street lights. She asked Council if they would consider delaying these projects until the City knew how legislative action may affect future collection of this tax.

Motion by Council member Frazier to suspend the Streetlight Policy until further notice, seconded by Council member Lambeth, and approved unanimously.

XII. Business from Mayor and Council

Council member Lohr discussed his idea he voiced at the last meeting concerning the issue of outsourcing the lawn service. He also asked about the status of the Sewer Truck. It was his opinion that the City should get rid of the Spencer building, contract out the service and save money for the City. He felt like we need to get bids to see if the City can save money. He asked if the City had ever taken bids on lawn mowing.

Manager Hinson stated that the mowing service was contracted prior to hiring someone. Mayor Boyles and Council member Bridges advised Council member Lohr that bids were taken for this service.

Manager Hinson discussed the building currently being used by the City and the need to have a place to keep items currently owned by the City.

It was Council member Lohr's feelings that he would like to have a small building here on City property and get out of the equipment business. He would like to see the City take bids and see if the City could save money or not.

Manager Hinson advised Council that when the lawn service was bid the first time the contractor with the lowest bid was hired. She discussed the justification sheet that was provided to Council with the numbers that represented the costs to contract the mowing at City Hall as well as the contracted costs for easement maintenance.

Mayor Boyles discussed the requirement for insurance as well as the amount of insurance that was required by the City in order to work for the City.

Manager Hinson addressed the issue of snow removal that was listed on the list presented. She stated that the City did have a standing contract with Miller Grading for snow removal. He does not put salt on the roads but will plow the roads.

Manager Hinson advised the Council that the pump truck had been picked up and had been taken back to the shop. The repairs to the truck were estimated to cost \$2000.00 to \$3000.00. She asked for direction from Council concerning what they would like to do with the truck. She asked about selling, or scrapping, or suggestions from Council on how they would like to proceed.

Some Council members stated they would like to scrap the truck, however no consensus was given. Council member Lohr shared that scrap metal was bringing ten cents per pound and that staff could contact any scrap metal yard to get an estimate of the worth .

Council member Ayers asked for an update on the Smokey T's retention pond since the deadline has passed.

Mr. Baker, Stormwater Administrator/Public Works Director stated that this business site has 18% impervious surface. The Ordinance states anything over 24% requires the pond. Technically he is not required to have a pond because that site serves the entire eight (8) acres of property located there. If more businesses were to come on the site it would require the pond but the other businesses would be required to help with the pond.

Council member Ayers discussed the hot dog stand. He would like to have the stand removed from the property. Mayor Boyles shared that he had someone that was interested in the building and he is awaiting an answer.

Mayor Boyles shared a report about the Highway pick up from Surratt to Unity Street. There were five people that helped that day and included myself, Denise Lohr, Barry Crowder, and two (2) staff members. They were given free sausage biscuits and coffee. It took us approximately three (3) hours and we picked up almost thirty eight (38) bags of trash. We will do this again on June 20, 2013. We are required to perform this four (4) times annually.

Mayor Boyles encouraged all Council members to continue to contact legislators and representatives concerning the proposed changes that will affect the City. He discussed the different proposals and how some of these would impact the City of Trinity.

XIII. Adjournment

With no other business, *motion by Council member Lambeth at 6:12 pm to adjourn the May 14, 2013 Pre-Agenda Meeting, seconded by Council member Ayers, and approved unanimously by all members*

These minutes were approved by the Trinity City Council on August 20, 2013 at their Regular Meeting upon motion by Council member Johnson to approve the minutes as listed on the Consent Agenda. The motion was seconded by Council member Bridges and approved unanimously by all Council members present. There were no Council members absent at this meeting.

Carlton Boyles, Mayor

Date

Annette deRuyter, Assistant City Clerk

Date