



CITY OF LUMBERTON
COUNCIL POLICY COMMITTEE
MINUTES • JUNE 6, 2018

Regular Meeting

Third Floor Conference Room

11:00 AM

500 N Cedar St, Third Floor, Lumberton, NC 28358

I. INVOCATION: CITY ATTORNEY MOORE

Attendee Name	Title	Status	Arrived
Bruce W. Davis	Mayor	Present	
Leroy Rising	Precinct 1	Present	
John Robinson	Precinct 2	Excused	
Burnis Wilkins	Precinct 3	Present	
Karen Higley	Precinct 4	Present	
John Cantey	Mayor Pro Tem	Present	
Chris Howard	Precinct 6	Present	
Leon Maynor	Precinct 7	Present	
Owen Thomas	Precinct 8	Present	
Wayne Horne	City Manager	Present	
Holt Moore	City Attorney	Present	
Laney Mitchell-McIntosh	City Clerk	Present	

II. ITEMS FOR COUNCIL POLICY COMMITTEE CONSIDERATION

III. MINUTES APPROVAL

A. Council Policy Committee - Regular Meeting - May 9, 2018 11:00 AM –

RESULT:	ACCEPTED [7 TO 0]
MOVER:	John Cantey, Mayor Pro Tem
SECONDER:	Chris Howard, Precinct 6
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas
ABSTAIN:	Davis
EXCUSED:	Robinson

IV. AGENDA ITEMS

- A. Refer the Request for Subdivision Ordinance Amendment to the Planning Board for their review, and authorize the Planning Director to set the date of the public hearing – Brandon Love, Planning Director
- Eric Collins, Government Affairs Director with Charter Communications, has met with City staff to investigate options for amending the Land Use Ordinance, more specifically, the subdivision regulations with regards to divisions of commercial tracts without direct access to a public right-of-way. Mr. Collins wishes to subdivide a roughly 1/4 acre tract for purposes of housing fiber optic communications equipment for Charter Communications. This subdivision would not be in compliance with the current Land Use Ordinance and would therefore require a text amendment of some sort. Attached you will find excerpts from

the current Land Use Ordinance regarding subdivisions of commercial tracts of land and their access to public rights-of-way, as well as a rough survey of three potential tracts of land for Charter Communications.

On May 9, 2018 CPC authorized City staff to investigate the options for amending the Land Use Ordinance to allow for limited subdivisions of land, without direct access, for specific utility related uses.

The Planning Department suggest the following amendments:

- ARTICLE II. BASIC DEFINITIONS AND INTERPRETATIONS - Sec. 35-15. Definitions of basic terms.

- ARTICLE XIV. STREETS AND SIDEWALKS - Sec. 35-211. Access to public streets in general.

- ARTICLE XV. UTILITIES - Sec. 35-236. Utility ownership and easement rights.

- ARTICLE X. PERMISSIBLE USES - Sec.35-149. Table of permissible uses.

CPC to review the attached information, refer the request to the Planning Board for their review, and authorize the Planning Director to set the date of the public hearing.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	Leroy Rising, Precinct 1	
SECONDER:	Chris Howard, Precinct 6	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

- B. Refer the Rezoning petition for properties located on Branch Street and Lowery Street to Planning Board for their review, and authorize the Planning Director to set the date of the public hearing (parcel # 3225-01-011/Deed Book 1980 Page 0753). – Brandon Love, Planning Director

The City of Lumberton has submitted a rezoning petition for two properties located on Branch Street and Lowery Street (parcel # 3225-01-011/Deed Book 1980 Page 0753). This request is to rezone the property from M-1 (light manufacturing) and R-20 (residential single family) to R-20 (residential single family).

The applicants intended use of the property is single family residential.

This property is located within Area 17, as identified in our Land Use Plan.

CPC to review the request, refer the petition to Planning Board for their review, and authorize the Planning Director to set the date of the public hearing.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	Leon Maynor, Precinct 7	
SECONDER:	John Cantey, Mayor Pro Tem	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

- C. Authorize the Advertisement of an RFP for the Hazard Mitigation Grant Program (HMGP) Procurement – Brian Nolley, CDBG Administration

In anticipation of receiving an HMGP grant award from the NC Department of Emergency Management and FEMA, the Community Development Administrator is seeking authorization to advertise for procurement of administrative services to assist with administration of the City's Hazard Mitigation Grant Program (HMGP). This project will include the acquisition, elevation, and reconstruction of 106 residential structures damaged by Hurricane Matthew. A copy of the RFP is included.

The Planning Department staff recommends CPC authorize advertisement of the attached RFP in anticipation of receiving the HMGP award.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	Chris Howard, Precinct 6	
SECONDER:	Leroy Rising, Precinct 1	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

- D. Authorize Budget Amendments for year end closing of Fiscal Year 2018 – Alisha Thompson, Finance Director

Budget amendments will be needed for the year end closing of fiscal year 2018.

Recommend that CPC authorize the City Manager and Finance Director to perform budget amendments for the year end closing of fiscal year 2018.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Chris Howard, Precinct 6	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

- E. Approve the Write-off of Delinquent Receivables – Alisha Thompson, Finance Director
- A list of delinquent receivables is attached for review and consideration for write-off. This is a standard accounting practice to write-off accounts receivable that are three years old and taxes receivable that are ten years old and continue our efforts to collect them.
- Recommend that CPC approve the write-off of the attached delinquent receivables.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Leon Maynor, Precinct 7	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

F. Adopt a Resolution Calling for a Special Election – Holt Moore, City Attorney

In order to fill the vacancy which will exist in Precinct 3 beginning December 3, 2018, Council will need to adopt a resolution calling for the election and specifying the date of the election. The special legislation which controls this issue requires Council to adopt the resolution within 20 days of the existence of the vacancy. This allows Council the option to act now so that all procedures concerning the election will be approved by the Board of Elections.

A proposed Resolution is attached. The dates used in the Resolution would meet the requirements of the special legislation and the federal legislation on pre-clearance by the Department of Justice.

Consider the Special Election Resolution and adopt if Council deems appropriate.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Leon Maynor, Precinct 7	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

G. Adopt a Resolution Appointing Sharon Oxendine as Tax Collector for the City of Lumberton – Wayne Horne, City Manager

City Manager Horne stated that Under NCGS 105-349, the governing body of a municipality is required to appoint a Tax Collector to administer and collect all taxes imposed by the City. The City Manager recommends the appointment of Sharon Oxendine as Tax Collector for the City of Lumberton. She is a person of character and integrity, and she is covered by a fidelity bond to insure honest and faithful performance in the duties of collection and administration.

Ms. Oxendine will be administered the Oath of Office and the oath will be filed in the City Clerk's Office.

Recommend that the Council Policy Committee adopt a Resolution Appointing Sharon Oxendine as the Tax Collector for the City, and to administer to her the oath of office.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Leon Maynor, Precinct 7	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

H. Accept the Donation of Property by Rene Perry – John Cantey, Mayor Pro Tem

Rene Perry has offered to donate a tract of land within the McLean Subdivision (South Lumberton) to the City. The parcel is highlighted in red on the attached aerial photo from GIS. It is 0.17 of an acre in size and has a tax value of \$7,000. This lot is adjacent to a large vacant lot (tax record shows it to be an unknown owner) which we use for parking when hosting events in Turner Gore Park. This lot could possibly be used for additional parking.

Consider whether to accept the land being offered for donation by Ms. Perry.

This property will be used as additional parking for Turner-Gore Park.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Leon Maynor, Precinct 7	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

I. Approve the designation of \$400.00 of Community Revitalization Funds to Wycliffe East Homeowners' Association – Leroy Rising, Precinct 1

Councilman Rising requests \$400.00 of CRF to be given to the Wycliffe East Homeowners' Association for Community Event.

Designate \$400.00 of CRF to the Wycliffe East Homeowners' Association in Precinct 1 for a Community Event.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Leroy Rising, Precinct 1	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

J. Approve the designation of \$1,300.00 of Community Revitalization Funds for Community Programming to be held on July 8th, 2018 at Bill Sapp Recreational Center - Breath of Life International Ministries, INC as follows: P1 - \$100.00 P2 - \$200.00 P3 - \$100.00 P4 - \$200.00 P5 - \$300.00 P6 - \$200.00 P7 - \$100.00 & P8 - \$100.00 – John Robinson, Precinct 2

Councilman Robinson is requesting \$200.00 of Community Revitalization Funds for

Community Programming "Family Day" located at Bill Sapp Recreational Center on July 8, 2018. This event, namely "The Gathering" is sponsored by Breath of Life International Ministries, Inc., and 2 or 3 Gathered Together a 501 (c) (3) organization. Designate \$1,300.00 of CRF to Breath of Life Ministries for community programming as indicated above..

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Chris Howard, Precinct 6	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

- K. Approve the designation of \$1200.00 of CRF for Godwin Heights Family Fun Day in Precinct 3 – Burnis Wilkins, Precinct 3
Councilman Wilkins requests \$1,200 of Community Revitalization Funds for the Family Fun Day scheduled for August 25, 2018.
Designate \$1,200 of CRF for Godwin Heights Family Fun Day.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Leroy Rising, Precinct 1	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

- L. Approve the designation of \$1,000.00 of Community Revitalization Funds to the West Lumberton Kiwanis Club as follows: P1 \$100.00 P4 - \$200.00 P5 - \$100.00 P6 - \$100.00 P7 - \$300.00 P8 - \$100.00 & Mayor's Discretionary Fund \$100.00 – Leon Maynor, Precinct 7
Councilman Maynor requests \$300.00 of CRF to be given to the West Lumberton Kiwanis Club to assist with various projects in the community. The West Lumberton Kiwanis Club has been helping with the reconstruction of homes and giving of their time and monies since the storm of 2016 not to include all that they do for the community because of need before and after the storm.
Designate \$1,000.00 of CRF to the West Lumberton Kiwanis Club.

Additional funds were added: P1 \$100.00 P4 - \$200.00 P5 - \$100.00 P6 - \$100.00 P7 - \$300.00 P8 - \$100.00 & Mayor's Discretionary Fund \$100.00

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Chris Howard, Precinct 6	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

- M. Approve the Designation of a Pride in Lumberton Award to the West Lumberton Kiwanis Club – Leon Maynor, Precinct 7

Councilman Maynor would like to present the West Lumberton Kiwanis Club a Pride in Lumberton Award for all the work that have done in the community. They have worked tirelessly in helping with the reconstruction of homes and providing any necessary labor that is needed within the community.

Approve the designation of the Pride in Lumberton Award.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	Chris Howard, Precinct 6	
SECONDER:	John Cantey, Mayor Pro Tem	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

- N. Approve the \$500.00 Designation of CRF to Lumberton High School for a Sponsorship Sign from the Mayor's Discretionary Fund – Holt Moore, City Attorney

Mayor Davis would like to contribute \$500 of discretionary funds to Lumberton High School for a sponsorship sign at the athletic fields to read "The City of Lumberton."

Approve use of discretionary funds.

Councilman Maynor made a motion, seconded by Councilman Cantey that this item be sent back to the next CPC for further discussion.

Councilman Maynor expressed his concerns with a sign being appropriated with specific Council members names on it. What I would like to see is that the payment come from the General Fund with everyone's name on it. The City Attorney stated that this is a 4 x4 sign with each individual name on it. After a brief discussion; the Mayor suggested that he will get in contact with the High School and see what they can do.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	Chris Howard, Precinct 6	
SECONDER:	Owen Thomas, Precinct 8	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

- O. Station 2 Engine Room Concrete Floor Replacement – Paul Ivey, Fire Chief

The concrete apparatus bay floor at Fire Station 2 (Bailey Road) has severely deteriorated and is in need of replacement. We have received informal bids from the following contractors for removal and replacement of the concrete floor.

Specialized Concrete Inc. - \$24,950.00

Jerry Bell's Concrete Construction - \$26,845.00

Jeff Sutton Concrete - \$48,202.00

CPC recommends that City Council approve awarding the project for removal and replacement of the concrete bay floor at Fire Station 2 to Specialized Concrete Inc for their bid of \$24,950.00.

We ask that the funds for this project come from:

Buildings & Structures Capital Code	10-00-8120-5814	\$23,500.00
Contracted Services Operating Code	10-00-4340-3960	\$1,450.00

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	Leroy Rising, Precinct 1	
SECONDER:	Burnis Wilkins, Precinct 3	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

- P. Approve the designation of \$250.00 of Community Revitalization Funds to St. Mary Holiness Church for Pastoral Event – Bruce Davis, Mayor
Mayor Davis requests \$250.00 of Community Revitalization Funds be given to St. Mary Holiness Church for a pastoral event.
Designate \$250.00 of CRF from the Mayor's discretionary fund to St. Mary Holiness Church.

RESULT:	REFERRED [7 TO 0]	Next: 6/11/2018 6:00 PM
MOVER:	Chris Howard, Precinct 6	
SECONDER:	John Cantey, Mayor Pro Tem	
AYES:	Rising, Wilkins, Higley, Cantey, Howard, Maynor, Thomas	
ABSTAIN:	Davis	
EXCUSED:	Robinson	

V. DESIGNATION OF CONSENT/NON-CONSENT ITEMS

I. Closed Session

There was a brief closed session to discuss personnel.

VI. ADJOURNMENT