CITY OF LUMBERTON

COUNCIL POLICY COMMITTEE

MINUTES ● MAY 8, 2019

Regular Meeting **Third Floor Conference Room** **11:00 AM**

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

I. INVOCATION

City Attorney Holt Moore

Attendee Name	Title	Status	Arrived
Bruce W. Davis	Mayor	Present	
Leroy Rising	Precinct 1	Present	
John R. Carroll	Precinct 3	Present	
Karen Higley	Precinct 4	Present	
John Cantey	Mayor Pro Tem	Present	
Chris Howard	Precinct 6	Present	
Eric Chavis	Precinct 7	Present	
Owen Thomas	Precinct 8	Absent	
Wayne Horne	City Manager	Present	
Holt Moore	City Attorney	Present	
Laney Mitchell-McIntosh	City Clerk	Present	

II. ITEMS FOR COUNCIL POLICY COMMITTEE CONSIDERATION

III. PUBLIC SPEAKERS

1. Adrian Lowery –

Mr. Adrian Lowery, Executive Director of Housing Authority, appeared before the Council Policy Committee and gave an update on how things are moving along with the Housing Authority. He stated that at his last meeting with Council there were some concerns and one being visibility and we have increased our relations with various authorities since becoming ED as of Jan 2018. He stated that there has been a decrease in major crimes with exception 2 individuals in Tudor Court that died of a drug overdose.

Councilman Cantey stated that all this is great but what's being done concerning unauthorized persons in the living quarters. Mr. Lowery stated that about 90% of the problems are due to nonresidents. We have and are trying to establish relations with tenants to learn information about this activity and when we get the information we pass the information onto Ms. Stewart (Housing Authority Officer) who will check it out. He stated that we ban the individuals from the housing area and if they are caught in the area again that are taken to court; however, many are let go.

Recovery Efforts:

Mr. Lowery stated that we are still dealing with Hurricane Mathew issues. We had 729 units and 596 Housing Vouchers in which 267 were damaged (88) have been rehab and 179 are casual loss. He stated that we have two (2) projects and the first being Hilton Heights having 42 units and the 2nd being Myers Park on Halsey Street.. He stated that they have been awarded $3.9 million and it will be 2 or 3 months before they began to draw down on it because of the name change to Disaster Recovery. He stated that what they want to do it use scattered sites housing (outside of the flood zone) instead of a building a complex.

Mr. Lowery distributed a map depicting a location called Kings Learning Center. He is requesting that the City help them in closing the street that is located there and that the City would maintain an easement in order to service and maintain its substation.

Councilman Cantey suggested that we speak with First Baptist Church. Councilman Howard made a motion, seconded by Councilman Chavis, recommending that the City proceed with the street closure.

IV. MINUTES APPROVAL

1. Council Policy Committee - Regular Meeting - Feb 6, 2019 11:00 AM –

RESULT:	**ACCEPTED [6 TO 0]**
MOVER:	John Cantey, Mayor Pro Tem
SECONDER:	John R. Carroll, Precinct 3
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis
ABSTAIN:	Davis
ABSENT:	Thomas

V. AGENDA ITEMS

A. Approval of Addition to Budget – Troy Gammon, Airport Manager
The Airport Commission requests an additional $15,000 in capital funds as part of the local match for a Non-Primary Entitlement (NPE) grant in the amount of $300,000 ($270k state, $15k County, $15k City). These monies must be expended prior to the end of this fiscal year.
The state of North Carolina has expiring NPE funds available for the Terminal Project. The total amount is $300,000 which would require a $30,000 local match ($15,000/county, $15,000 city). This money was not requested in this year's budget as it has just become available in the past week. This would allow us to request reimbursement immediately as opposed to waiting for future fiscal years to request reimbursement for certain funding monies for the airport terminal building project.
Recommend the addition of $15,000 to the airport capital budget as the city portion for the grant local match.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	John R. Carroll, Precinct 3	
SECONDER:	Eric Chavis, Precinct 7	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

B. Approval of Bid/Contract for Home Reconstruction - Hazard Mitigation Grant Program – Brian Nolley, CDBG Administration
The planning department is seeking approval to award a construction contract to Cook Contractors, LLC based in Whiteville, NC. This bid was for the first home reconstruction at 123 Spearman St. under the city's Hazard Mitigation Grant Program. The bid opening was held on April 5, 2019 at 2:00 pm and we received 5 bids with the lowest bid coming from Cook Contractors at $163,900.00. Allocated funds from the HMGP program will be used to

pay for reconstruction.
The planning dept. recommends awarding the construction contract to the low bidder, Cook Contractors, LLC.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Chris Howard, Precinct 6	
SECONDER:	John Cantey, Mayor Pro Tem	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

C. Approval of Bid/Contract for Demolition for Hazard Mitigation Grant Program – Brian Nolley, CDBG Administration
The Planning Dept. is seeking approval to award a contract to Barfield Backhoe of Lumberton for the demolition of 6 houses that have been acquired through the city's Hazard Mitigation Grant Program. Bid opening was held on April 23rd at 2:00. We received 7 bids with Barfield Backhoe being the low bid at $71,197. Grant funds will be used to pay for the demolition. These properties are located at:
106 Best Dr.
207 Elmhurst Dr.
209 Elmhurst Dr.
2306 Marshall St.
305 S. Walnut St.
62 National Ave.
The Planning Dept. recommends awarding the contract for demolition to the low bidder, Barfield Backhoe in the amount of $71,197.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Leroy Rising, Precinct 1	
SECONDER:	Chris Howard, Precinct 6	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

D. Acceptance of bid to replace concrete drive for Fire Station One – Paul Ivey, Fire Chief
Requesting to replace damaged concrete drive located in the front and rear of Fire Station One. The concrete has several areas where stress fractures and cracks have formed. Replacing concrete will also reduce the issues of water drainage in the rear lot areas with the modification to the existing drainage system. Bids were solicited from the following vendors:

Jerry Bell Concrete-	$88,800
Specialized Concrete-	$83,220
Sutton Concrete-	$60,500
Greenstate-	Declined Bid

Lumberton Fire Department recommends the bid be awarded to Sutton Concrete in the amount of $60,500.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Eric Chavis, Precinct 7	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

E. Acceptance of bid proposal for replacement of Fire Station One flooring – Paul Ivey, Fire Chief
Request to upgrade aged VCT tile at Station One that requires continued maintenance, special products, and man hours to ensure floor covering is in a presentable condition. The request is to replace covering with a maintenance free finish that will be durable and requires no special chemical or cleaner for durability. Bids were solicited from the following vendors:
All Star Coatings Lincoln Floor Systems- $61,750
Superior Industrial Flooring- $51,225
Cox Flooring- Unable to Bid
West Carpet- Unable to Bid
Lumberton Fire Department recommends that the bid be awarded to Superior Industrial Flooring in the amount of $51,225.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Leroy Rising, Precinct 1	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

F. Water Plant Berm Construction Bid Award – Rob Armstrong, Public Works Director
Bids for the FEMA funded flood protection berm at the Water Plant were received on Thursday, March 28, at 2:00pm. At the time of the agenda due date, bids had not been certified. A certified bid tab and recommendation of award will be presented at the CPC meeting.
Public Works is requesting Council to award the construction project to the lowest responsible bidder.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Eric Chavis, Precinct 7	
SECONDER:	Leroy Rising, Precinct 1	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

G. WWTP Land Application Contract With Bio Green – Rob Armstrong, Public Works Director
The City is currently in an agreement with Enviro-Choice Recycling (ECR) of Lumberton, NC for hauling and land application of wastewater treatment plant (WWTP) sludge. At the

current moment ECR has been hauling for 3 weeks and thus far has not been able to meet the capacity for what the WWTP generates. Public Works received a proposal from Bio-Green Recycling Services for a one time land application service to get us caught up on sludge disposal. The proposed agreement will be circulated at the CPC meeting
Public Works recommends that council enter into an agreement with Bio-Green Recycling Services for disposal of WWTP Sludge through Land Application at the rate of $0.039/gallon.

RESULT:	**WITHDRAWN**

H. 6" Water Main River Crossing Change Order #1 – Rob Armstrong, Public Works Director
During Hurricane Matthew a 6” Water main under the Lumber River was washed out. The City awarded Axel McPherson Construction Inc. a contract to install a new water main under the river as part of a FEMA funded storm repair project. The original contract was for $69,899. As construction progressed, the City found it necessary to change the tie-in locations as well as take the bore deeper than originally anticipated. Attached is Change Order #1 from Axel McPherson Construction Inc. for $31,910 for these adjustments. This is a FEMA reimbursable expense.
Public Works is requesting Council Approval for the 6” Water Main River Crossing Change Order #1 from Axel McPherson Construction Inc. for $31,910. The total final project cost to be reimbursed by FEMA is $101,809

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Leroy Rising, Precinct 1	
SECONDER:	John Cantey, Mayor Pro Tem	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

I. Approval of 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 [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Karen Higley, Precinct 4	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

J. Authorize YE Budget Amendments – Alisha Thompson, Finance Director
Budget amendments will be needed for the year end closing of fiscal year 2019.
Recommend that CPC authorize the City Manager and Finance Director to perform budget amendments for the year end closing of fiscal year 2019.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	John R. Carroll, Precinct 3	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

K. Approval of Banking Services – Alisha Thompson, Finance Director
Our current contract with CresCom will expire on June 30, 2019. A list of required services and general information was given to local banks to receive a competitive proposal. The options are summarized in the attached chart.
Recommend that CPC review the attached options and award the contract to CresCom - option 2 for the next three fiscal years.

City Council chose to award the contract for banking services to BB&T - option 2 for the next three fiscal years.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Chris Howard, Precinct 6	
SECONDER:	John R. Carroll, Precinct 3	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

L. Request to Hold Precinct 2 Election on September 10, 2019 – Holt Moore, City Attorney
Staff relayed Council's request that the Precinct 2 special election take place as a stand-alone election in June or July without absentee / early voting. The state and local boards of elections have responded with a request that Council consider holding this election on September 10, 2019. A memo discussing this item in more detail is attached.
Consider the requests from the election boards and advise staff accordingly.

A motion was made to hold the Special Election in the month of July. The City Attorney mentioned that August 6th is also a date to consider.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Chris Howard, Precinct 6	
SECONDER:	John Cantey, Mayor Pro Tem	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

M. Donation of Property of Lumber River by Campbell Family – Holt Moore, City Attorney
John Campbell and his family own a piece of property on the Lumber River just north of the Scottish Packing facility. The tax information for the property, an aerial map, and a map showing the surrounding ownership is attached. The property is on or abuts the levy, and as we look forward towards potentially having the levy certified, the more control the city has over such properties the better. As you can see the property to the west is owned by the city,

the property to the north is owned by the City Housing Authority, and the property immediately to the south is heir property.
Staff recommends accepting the property from the Campbell family.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	John Cantey, Mayor Pro Tem	
SECONDER:	Chris Howard, Precinct 6	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

N. Donation of Property Adjacent to East Rescue Station – Holt Moore, City Attorney
Mr. John Campbell and his family have kindly offered to donate to the city some land adjacent to the East Rescue Station on S. Roberts Ave / Hwy 72. Maps of the property are attached, and staff believes that to own the property, even if it is only used to maintain a buffer, would be beneficial. The property is currently part of a larger tract that runs back to Saxon Avenue, so a subdivision would need to occur, but this should pose no problem. Attached is an aerial of the property, a map and a map showing the size and area; the property is 2.29 acres.
Staff recommends that the CPC refer the item to Council to accept the property donation.

City Attorney Moore presented a map and stated that Mr. Campbell and his wife are having title work done to see if the line showing the .45 acre parcel belongs to them and if it does the City would gain 5.3 acre parcel. City Attorney Moore stated that Mr. Campbell and his wife owe approximately $191.55 of taxes on this land and they are asking the City; if it's accepted, to pay for the taxes and the appraisal for the property.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Karen Higley, Precinct 4	
SECONDER:	John R. Carroll, John Cantey	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

O. Authorize the an Engineering Services Agreement – Brandon Love, Deputy City Manager
Proposals were received on April 18, 2019 for engineering of the West Lumberton Flood Gate project. Staff reviewed two proposals from Atkins and Schnabel, both highly qualified firms with experience in floodplain management and hydraulic design. Staff's evaluation of these proposals, based on the four scoring criteria defined in the RFQ, has resulted in a recommendation to utilize Atkins for engineering of the flood gates (evaluation matrices are attached for Council's review).
Recommendation is that Council authorize the Public Works Director to negotiate an engineering services contract with Atkins for the design and construction administration of the West Lumberton Flood Gate Project.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Eric Chavis, Precinct 7	
SECONDER:	Chris Howard, Precinct 6	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

P. Authorize the Grant Administration Contract for West Lumberton Flood Gate Project – Brandon Love, Deputy City Manager

Proposals were received on April 18, 2019 for grant administration of the West Lumberton Flood Gate project. Staff reviewed two proposals from Hartigan Management and McGill, both highly qualified firms with experience in CDBG grant administration. Staff's evaluation of these proposals, based on the seven scoring criteria defined in the RFQ, has resulted in a recommendation to utilize McGill for CDBG grant administration of the flood gate project (evaluation matrices are attached for Council's review).

Recommendation is that Council authorize the Deputy City Manager to negotiate a consulting services contract with McGill for grant administration of the CDBG-DR funding of the West Lumberton Flood Gate Project.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Eric Chavis, Precinct 7	
SECONDER:	John Cantey, Mayor Pro Tem	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

Q. Authorize the Execution of Design Contract with the Becker Morgan Group – Brandon Love, Deputy City Manager

At its March CPC meeting, Council authorized staff to negotiate an architectural services contract with the Becker-Morgan Group to provide design and project administration services for the construction of the new West Lumberton Resource Center. Staff has secured a contract with the Becker-Morgan Group based on an anticipated construction cost of $850,000 and at a fee of 8%. This equals approximate compensation in the amount of $68,000 and a portion of the contract is attached for your review. Funding for this project is being provided by a Golden LEAF grant.

It is recommended that City Council authorize the City Manager to execute the *Standard Form of Agreement Between Owner and Architect* with the Becker-Morgan Group at a fee of 8%.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Eric Chavis, Precinct 7	
SECONDER:	Chris Howard, Precinct 6	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

R. Adopt a Resolution Updating Planning Documents for the Community Development Block Grant Program – Wayne Horne, City Manager
As a recipient of CDBG and other grant funds under the Housing and Community Development Act of 1974, the City is required to maintain a number of plans and planning documents up-to-date. We have two CDBG projects REMPAC and Robeson Foods that we are working on and in order to complete them, we must have the attached resolution and planning documents in place.
That Council adopt the attached Resolution for Planning Documents Update for Community Development Block Grant Program.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Leroy Rising, Precinct 1	
SECONDER:	John Cantey, Mayor Pro Tem	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

S. Renewal Of Retails Strategies Contract – Holt Moore, City Attorney
For a number of years, the city has worked with the Retail Strategies company. Retail Strategies has considerable expertise, and strong connections, in the realm of retail companies who are opening new locations or relocating. They have been very helpful in bringing several new businesses to Lumberton. A list of accomplishments and some references are attached. Also attached is the proposed new contract which is up for renewal. Staff recommends renewing the contract with Retails Strategies.
Renew contract with Retail Strategies.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Leroy Rising, Precinct 1	
SECONDER:	John Cantey, Mayor Pro Tem	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

T. Approve Boards and Commissions / Non-Profits Budget Requests for FY2019-2020 – Wayne Horne, City Manager
The City Staff has started preparation of the FY 2019-2020 Budget. In 2002, City Council approved a policy on contracting with non-profit agencies creating procedures for evaluating proposals and creating clear responsibilities for accountability. Attached are the Boards and Commissions / Non-profits FY 2019-2020 Budget requests along with the City Manager's

recommendations.
That CPC refer the funding for boards and commissions / Non-profits budget requests to City Council for approval.

Councilman Cantey made a request that the City fund Sandy Grove Summer Academy $3,500 and Councilman Howard wants to take $500.00 from Black Girls' Training Camp and give to Sandy Grove Summer Academy giving them a total of $4,000.00.

Councilman Cantey made a motion, seconded by Councilman Howard, recommending that Council do not fund Colors of Life and it carried unanimously.

Councilman Howard made a motion, seconded by Councilman Cantey, recommending that Council fund Arrested Potential in the amount of $2,500.00 and it carried unanimously.

Councilman Rising made a motion, seconded by Councilman Howard, recommending that Council fund United Way of Robeson County in the amount of $5,000.00 and it carried unanimously.

It was the consensus of Council not to fund Communities in School.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Chris Howard, Precinct 6	
SECONDER:	John Cantey, Mayor Pro Tem	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

U. Approve the designation of $250.00 for Cruising 2nd Street Again – Karen Higley, Precinct 4
Councilwoman Higley requests $250.00 of CRF for "Cruising 2nd Street Again" an event that will be held on April 28, 2019.
Designate $250.00 for Cruising on 2nd Street Again.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Leroy Rising, Precinct 1	
SECONDER:	John R. Carroll, Precinct 3	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

V. Approve the designation of $300.00 of CRF ($150.00 P8 & $150.00 P7) to the Carolina Civic Center for the Broadway Musical "Annie" – Owen Thomas, Precinct 8
Councilmen Thomas & Chavis are requesting $150 each to be given to the Carolina Civic Center as monetary support for advertisement of the upcoming SMASH Broadway Musical "Annie."
Designate $300.00 of CRF ($150.00 from both P8 & P7) to the Carolina Civic Center for advertisement of the Broadway Musical "Annie."

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Leroy Rising, Precinct 1	
SECONDER:	John R. Carroll, Precinct 3	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

W. Approve the designation of $600.00 of CRF for Community Watches and Forums – John Cantey, Mayor Pro Tem

Councilman Cantey is requesting $600.00 of CRF to hold several community watches and forums in Precinct 5.

Designate $600.00 of CRF for community watches and forums in Precinct 5.

RESULT:	**REFERRED [6 TO 0]**	**Next: 5/13/2019 6:00 PM**
MOVER:	Chris Howard, Precinct 6	
SECONDER:	John Cantey, Mayor Pro Tem	
AYES:	Rising, Carroll, Higley, Cantey, Howard, Chavis	
ABSTAIN:	Davis	
ABSENT:	Thomas	

VI. DESIGNATION OF CONSENT/NON-CONSENT ITEMS

VII. ADJOURNMENT

CPC discussed the potential dates for the Annual Budget Workshop and decided on Wednesday, May 29, 2019 at 10:00 a.m. There being no further business to come before the Board, the meeting was adjourned.