

HAMLET CITY COUNCIL PLANNING SESSION – DAY 1
Hamlet Senior Center
VETERAN’S DRIVE, HAMLET, NC 28345
FRIDAY, APRIL 4, 2014
8:15 AM

MINUTES

Present:

Council: Mayor Bill Bayless, Mayor Pro Tem Johnathan Buie, Councilman Pat Preslar, Councilman Tony Clewis, and Councilman Eddie Martin.

City Manager: Marchell Adams David

Department Heads: Donna McMillan-Aiken, Tammy Kirkley, Jill Dickens, David Knight, Amery Griffin, Billy Stubbs, Benny Billingsley, Ernie Billingsley, EG Dunn, Doc Sylvain, Mitch Bowman, Robert Brown and Gail Strickland

1. **Call to Order and Prayer.** Mayor Bayless called the meeting to order. Tony Clewis offered the prayer.
2. **Ground rules for Effective Management.** The manager reviewed the Ground Rules for Effective Management: Share all relevant information; Be specific, Use Examples; Focus on interests, not positions; Disagree openly with any member of the group; Discuss undiscussable issues; Test assumptions and inferences publicly; Stay focused; Make decisions by consensus. She stated that each person in the room was there to serve all the citizens of Hamlet and should agree to hash out the issues. The purpose and intent of the meeting is to plan and establish the goals and objectives for the upcoming year. Everyone does not have to agree because often times out of disagreement comes very good ideas but when each person goes out the doors into the public they should have a united front. It is hard for some people to do that when they cannot check attitudes and egos at the door, but how can we expect the citizens we serve everyday to do that? She asked the group to agree to disagree and although they had been reminded that the majority rules, and it does, everyone should be a united City of Hamlet. If everyone buys into the ground rules, today’s objectives will go better and Saturday’s session of planning and budgeting will go better.
3. **Overview of Objectives By the Mayor.** Mayor Bayless began by saying that everyone sitting at the meeting was responsible for spending the City’s money responsibly and everyone needs to work together. He assured the attendees that no one had anything to be afraid of. They would listen to their ideas and make decisions for the next year. He recognized that it is a long tedious process and thanked each one for their input.

Councilman Jesse McQueen arrived at 8:22 am.

Councilman Buie offered words of encouragement in the Planning Process. He also remarked that it was a long process and they would be looking at needs for the City of Hamlet. He expressed that he looked forward to hearing from the departments.

The Mayor then made additional comments that he is tired of seeing bad things in the newspaper and knows that others feel the same way. He reminded everyone that if you do not want the negative in the newspaper then do not publicize the negative things. He encouraged all to have positive comments in the future.

Councilman Preslar thanked everyone for being there and for their hard work. He stated he looked forward to hearing from the Department Heads and he is completely satisfied with what all has been done by staff. He continued by saying he is also tired of bad press and asked to reserve the right to make general comments at the end of the session regarding the presentations.

Councilman McQueen said this is neither the time nor place to talk about bad press. It is a time to do City business. He continued by saying it is a tough time right now, but this is the time to see what is needed and go in a direction of good times. He acknowledged that some do not like the idea that he on Council but wants all to work together. Some things will be done differently from the past but they will move forward. He thanked them for being here.

Councilman Martin stated he appreciated the opportunity to be there and meet all the Department Heads. He said he has been in staff's position previously for 30 years and he knows how Council is supposed to act. He said he wished he could give each department all that they wanted and needed but unfortunately it does not work that way. They will do the very best they can. He thanked them for being there.

Councilman Clewis thanked staff for taking the time to being there. He recognized staff for all the extra work they do and all of the long hours. He stated it takes everyone working together. He feels that all do well and he is interested to see what is said.

4. **Comments by the City Manager.** Ms. David began her comments by stating she is the voice of staff when it is communication with the Mayor and Council. She explained that she has one of the toughest jobs in the room trying to please 6 members of Council at the same time she tries to ensure her 12 Department Heads get what they need to do their jobs on a day to day basis. She said most of what we do is governed by a statute, regulation, rule or policy; there is not a lot of discretion that we have in doing our jobs. Most people do not know that; they assume she has all the power to make changes and decisions. Ms. David continued by saying that part of our issue is, as a group and from listing to the Department Heads, they dreaded coming to the meeting and she said she will be the voice of staff. Others had stated they wished to make comments and she offered them to do so after she was finished. She continued by stating it was sad because the reason for the retreat in the past was an opportunity for staff to meet with Council to talk about where we have been and where we are going, and what things we need to do better. She feels the problem is a lack of trust, and more importantly, a lack of respect. Ms.

David stated she is not one to pit people against people because her job is easier when people get along, but due to the rumors heard by Council and staff, people are guarded and did not want to attend the Planning Session.

She continued by speaking to Councilman Martin, saying she does not normally direct and call people out, but the manner in which Mr. Martin talked to her at the March Council meeting was totally uncalled for. She stated that she had been taught to respect her elders and he did not have to like her, but she would appreciate in moving forward, if they do have to communicate, that he talk to her in a manner that is appropriate. She felt his comments were disrespectful and Councilman Buie apologized to her after the meeting but she did not feel it was his place to apologize. The comments that Councilman Martin directed to her were not her job. That was twice that he had gone at her publically that were totally inappropriate; the first being a newspaper article during the Christmas break that she intentionally did not inform the press of a meeting. Her job is not to inform the press or to coordinate and facilitate conversations with the press. Then at the March Council meeting yelling and screaming about a table was totally uncalled for. She feels the problem is not about transparency but professionalism. She reminded Council that a lot of things that are said on tv can be handled before or after the meeting. Everything does not have to be aired on TV because we have become entertainment for Richmond County. People do not care about the agenda; they care about who is going to be fighting this week. She gave an example of going to the Lumber River Council of Government and people knowing what is happening at the Council meetings. It is embarrassing. When one looks bad all look bad. Whether we like the team we are on or not, we are all teammates and her job is to try to keep both sides of the team together. She asked Councilman Martin in moving forward if he had something to say to her that he say it in a manner that is appropriate. She is not going to yell, scream or holler at anyone else and she doesn't expect them to do it to her. In addition, Ms. David made mention of rumors. She stated the Department Heads could address them as they wanted to. Part of the rumors have been initiated by Council based on what Staff has heard and part have been initiated by Staff according to what Council has told her. She cannot control what everyone does away from work but she can control what she does. She has been unselfish with her time, skills and abilities to the City of Hamlet. She has often times given more to the job and City of Hamlet family than she has to the family she goes home to. She expects each person to carry themselves like adults. No one should be screaming, hollering and cussing. Nothing comes out of that except ill will and hurt feelings. We can't move forward until we have respect for each other. Respect should be given, number one for the people we are as well as the positions each one holds. The decisions made are often times not popular or what the public thinks is the right things to do, but it is Council's role to make sure if staff is doing their job well, that they back Staff in those unpopular decisions. It is never easy to fire someone. Two of the hardest things to do once you get into a supervisory or management position is to hire and fire. When you hire someone you want to make sure it is a good fit and when you fire someone, everyone has a family, obligations, needs money and a job. We expect when we make those decisions, unless we are wrong, that Council backs us publicly and if you disagree, come talk to us about it and not talk about it on the street. Things get misconstrued and are never said the way they were intended. Everyone should be adult enough and professional enough to ask the questions to each other. She stated she would reserve further comments for Saturday's meeting for the topics discussed.

5. **Comments by Staff.** Mitch Bowman addressed Council saying he wants to feel supported by Council. He said the City needs a new gym and Council has the power to make that happen. It would make Council look wonderful and would be great for the City. The gym is 32 yrs old: the scoreboard does not work anymore and there is no air conditioning. He asked Council that if there is a question about him personally or professionally to please ask him personally. He wants to be given an opportunity to answer himself. Council has the ability to make great things happen. He tries his best for the city. If at any time he is messing up, he wants to know that himself. He doesn't want someone else to tell him something that was said about him. He told Council that a rumor that he was ran out of a business with a baseball bat did not happen. If it did happen, the lady would have called the police or called his boss. He doesn't want to operate with rumors and here say. He asked to have an opportunity to have a voice before Council makes a decision on things like a new gym. He stated they should not make a decision about a new gym unless they have been to a basketball game in the current gym to see the conditions. He continued to say he feels confident the City will get the grant and thinks it will be hard to explain to the citizens that the City turned away a half million dollars. He again stated that he wants to feel supported by Council.

Robert Brown echoed some of the same things. As an example of Council showing interest of Staff, he said Miranda put on a City function Friday night and only one Council Member showed up. He felt that was disrespectful and whether you liked what she was doing or not, it was a City function headed by a Department Head. He told Council that they asked for respect but did not show respect. Councilman Buie asked if Robert had teenage daughters and Robert replied that he has had teenage children. Councilman Buie then said Robert does not know what he was doing the night of the event. Robert agreed with that. Councilman McQueen spoke saying that Robert does not know what goes on in peoples' personal lives. It is not his job to judge. His job is to operate the Water Plant. It is not his job to go around town telling people that he wants to fire him. Councilman McQueen continued to say that Robert was disrespecting Council at that time. Councilman Buie added that he did not know when Robert had the opportunity, because he stayed at City Hall half the time and he attacked Council in other ways. He referred to Marchell's comments of telling things that are not correct saying that the things Robert tells to people he thinks are his friends get back to the Council as well. Robert responded by saying that he was man enough to tell anyone anything he has said to anybody. Councilman McQueen asked Robert who he told that the Councilman wanted to fire him. Robert replied that he did not know but he had told several. Councilman McQueen asked Robert to tell him right then or he would hold Marchell accountable for what Robert had said and done. Ms. David spoke up saying that he could not hold her accountable for the things Robert says outside of work. Councilman McQueen said he was working. Robert again said that he had said it to several people. Councilman McQueen stated that Robert was getting on to them for comments when he was making comments himself. Robert replied that he had not said Council had said anything. Councilman McQueen then said this was a Budget Retreat to which the City Manager responded it was not. Robert then told Council his only comment was that they did not show up for the event. Councilman Buie then said that Robert was upset because he could not attend the event. He said that he has been to City events before and they are great but he has obligations with his kids. Robert said he understood but Council has said they want to hear from us. Councilman Buie answered that was not something Robert had to say, it was Robert upset because he did not attend an event. Councilman McQueen added that Robert does not need to judge what he does with his personal

time. Councilman Buie said he wanted to hear how Robert feels about things they were doing, not attendance at an event. Robert then said he would go back to rumors during the election that Council did plan to get rid of him. Councilman McQueen denied the rumors and told Robert that he was man enough to pick up the phone and call if he had a problem and that goes for each person in the room. Robert replied that he appreciated that. Councilman McQueen continued to say that he did not appreciate the way that Robert has talked to them this morning. Robert replied that his response was fair and he felt that was what every person in the room wanted, to be contacted when there is an issue. Councilman McQueen said that he will either call the persons in the room or the City Manager with any problems he has. He advised that he would check to see what he was doing Friday night and let Robert know since it was an issue for him. Robert said he did not need to know. Mayor Bayless then stated that he does not like gambling in any form, whether it is play gambling or not, and that is why he did not attend. Councilman McQueen said the same. The Mayor continued that he takes offense to Robert's comments. He said that if it had been up to him, he would not have had Council to vote to have the gambling. He has no problems with doing events to make money but the City has to be careful what they do. Councilman Buie added that Council backed out of the decision for alcohol. Councilman McQueen stated there was no mention of alcohol and he had talked to Miranda about it. He told her he would try to go. Councilman Buie said he had no personal issue with the gambling or alcohol but it is not about him. His reason for not going was a full schedule. Donna McMillan-Aiken told Council that she attended the event and attendees noticed and inquired why Council was not represented better. Robert advised that he was trying to say the same thing in his comments. He was not trying to beat Council up. He was making the same comments he got hammered with. Councilman Buie said he could have voiced it better. Robert apologized.

Ms. David called attention to the ground rules. She clarified the purpose of reviewing the ground rules is so they can discuss the undiscussable. She stated that Councilman Buie had made reference to pitting people against people. He replied that she had said she had things to talk about and then the Department Heads had things to add on to what she talked about. Ms. David said he was not correct. She continued to explain that on the meeting set for January 30th, everyone had planned to talk then, but for obvious reasons out of our control, that did not happen. She decided to add that on the Agenda for today. She does not know what anyone has on their heart or what they plan to say. She stated they cannot hold her accountable for what a grown adult says. She can be held accountable for what they do but not for what they say. If that is the case, she will tell them not to talk for eight hours. It goes back to the ground rules. She doesn't do the fighting and pitting people against people. Life is too short and she knows that better than anyone else right now.

Mayor Bayless said we are here to make decisions for the City of Hamlet and asked everyone to stop picking on one another and get down to business. Robert apologized for coming off harsh. He said that was not his intention. Council Martin said Robert has no right to reprimand him to which Robert replied he truly apologized. The Councilman stated he did not want to hear it.

Tammy Kirkley, at her time to speak, reminded Council that she left for a while and went to work for Pinehurst and one of the biggest reasons she came back was because of the personalization offered in Hamlet. She enjoys coming to work and she likes to exhibit professionalism.

Gail Strickland explained that she loves her job and the work she does but it has become really sad what has happened. She provided an example to the Council where visitors at her church told her they view the Council meetings for entertainment. They do not live in the city limits and have no reason to watch the Council meetings. She said we've got to appreciate what we have and move forward. Councilman Bayless asked everyone to remember Gail's husband Butch with his medical issues at this time.

Donna McMillan – Aiken reiterated professionalism should be shown by everyone.

Miranda Chavis commented that she respected each person's beliefs and she was not offended by those that did not attend the fund raiser. In regards to Hamlet Hold'em, she said it was not gambling, it was no different than playing monopoly. She expressed concern that Council did not come to her and ask about the event so she could have explained. She is trying to do a fun, unique event to bring awareness to the facility and raise funds. Ultimately, her goal is to make the facility self-sustaining. Within a week of the event, she has already gotten an O'Neal School trip planned. She said she would have appreciated it if council would have supported the event in some way such as a donation. That way she could have answered the questions of why Council was not in attendance by saying they supported in other ways. She asked if Council has an issue with something she is doing, to please come to her and let her know. She believes in communication and will be more than happy to talk with them about any issues. Her goal is to have open lines of communication because ultimately, everybody in this room wants a better Hamlet. She asked Council not to take Robert's comments personally.

EG Dunn began his comments by saying this is about our budget and planning for what is needed for next year. He asked how Council could make decisions about his budget when they have never been to visit. He commented that Councilman Preslar has been there three times; one time when it was cold and he had to come outside to talk to them. Bill Bayless has been once when there was a fire across from the plant and Councilman Buie has been once with a group in a city vehicle. Councilman McQueen told him he had been there before as a police officer and once as Council. Recognizing that Councilman Martin is new, he stated that he has not been there. Councilman Martin said he has been there. EG asked if he had been to the plant or the firing range. Councilman Martin replied that he has seen the plant and he has checked with people that said EG is doing a good job. He will be there more than EG probably wants him there. EG Stated that he wants to make sure when he makes his budget presentation that Council understands what he is talking about.

Benny Billingsley said a lot of times assumptions go into play. When talking to somebody in public it's a different issue. He made reference to comments about the cemetery and talked to someone on the Cemetery Board. There are about 5 months out of the year there is very little to do in the cemetery. He stated he would appreciate it if Council has any questions of him to please come to him. He expressed appreciation to all in the room for all they do. He said chains are only as strong as the weakest link. He asked everyone to read in the Bible Romans Chapter 13 when they went home and then read Romans Chapter 12 that tells us to be an encouragement to each other. He said each person should put God first. A group prayer was offered by Benny.

Mayor Bayless thanked staff for giving Council their thoughts. The Agenda was adjusted to allow Chief David Knight to present first. He needed to leave the meeting for personal issues. Councilman McQueen inquired if the local newspaper was advised of the meeting. The Mayor stated they were sent a personal email. Councilman McQueen asked if they responded back that they got the email. Tammy Kirkley said they did not. She sent a read request receipt but only received one of those back. Council McQueen suggested she call them to make sure. Mrs. Kirkley advised that Thursday she sent the reporter an email about the Agenda for Tuesday and asked the reporter to let her know if she did receive it. The reporter replied back that she did so Mrs. Kirkley sent another reply back and said let me know if you got the information about Friday and Saturday's meetings.

While waiting for the presentations to begin, the City Manager reminded Council of an upcoming work session held by Richmond County and the City was invited to the lunch portion.

Fire Department Presentation by Chief David Knight

Fleet. Chief Knight began his presentation by giving an overview of the Hamlet Fire Department fleet that included the vehicles, models and their mileage. He explained the ISO rating received by his department determines the rate of insurance for the residents of Hamlet. The insurance company judges the HFD upon the condition of their equipment and the issues with Tanker 3 has affected the current ISO rating. They get zero credit for the truck. It is a 1972 model with very high mileage. It pumps 400 gallons per minute and is used as the first tanker for out of town fires. He is looking to replace it with a similar vehicle. Estimated prices for a used truck are \$120,000.00 and a new vehicle \$250,000.00. Tanker 5 will require approximately \$15,000.00 to complete the rebuild, paint, stock with tools and warning lights. The Forestry Service donated a truck to the HFD and they have bought a truck within this past year's budget. He would like to see City Council implement a 15 year plan and put money in the budget and rotate the trucks out. The Chief also provided information for 2 Deck Gun Risers that are needed to raise the nozzles 24 inches. The improvements will aid in extinguishing fires. Estimated cost is \$5500.00 each.

Personnel. The Chief said they would like to hire back their Firefighter EMT/Medic position. The station has 3 shifts 24 hours each day: A, B, and C. Each shift has 4 firemen. Several years ago they lost 2 medics at one time. There is one shift that has 3 people versus 4 for the other shifts. Due to the increase in call volume, he would like to try to get that position filled. He explained the difficulty in finding someone in having both the firefighter and medic credentials. Due to the difficulty, the position has not been budgeted the past few years. The Hamlet Rescue gives the city \$125,000 to the city annually in lieu of payments for medics. Marchell explained the amount paid to the city increased 2 years ago from \$65,000.00 because the City was absorbing more costs and the Rescue was profitable. The Chief explained that EMS calls are missed because of the vacancy; however, no fire calls are missed. The Department has a part-time medic now.

Bay Doors. The Chief reported they are continuing to work on the bay doors to make them safer and more efficient for heating and cooling. Councilman McQueen asked if the Town of Dobbins Heights is current with their payments for fire protection. The manager confirmed that they are. They give us \$24,000 per year for fire protection

Self-Contained Breathing Apparatus (SCBA) Tanks. Chief Knight provided information on the Self Contained Breathing Apparatus (SCBA) Tanks. They have a 15 year life span and it is mandatory that they be replaced. They have 12 more tanks to replace at a cost of \$800.00 each.

At 10:00 the group took a break. The meeting started back at 10:10.

Police Department Presentation by Chief Amery Griffin

Accomplishments.

- The viper radio mobiles have been purchased. They have applied for the ids which will be available July 2014.
- A used phone recorder system has been purchased and installed. It has helped with evidence in court as well as complaints on officers.
- Three new Ford Interceptors with new equipment are in use and working out well. The gas mileage is not what was anticipated. It is approximately 13 miles per gallon. The Chief's vehicle averages 15 miles per gallon. Councilman Buie asked how many cars the Police Department has and if they are assigned to officers. The Chief responded they are assigned but some have to share. The Department has 17 vehicles; four police vehicles were sold at auction last year.
- Donated fence that was being used by a railroad contractor has been installed at the firing range. The same contractor also donated 100 loads of dirt to the City.
- The building referred to as the A&P Building has been purchased with potential plans to house a new Police Department.

Police Needs:

- **A&P Building/Police Station**- The current Police Department has very limited space. The conference room has been converted to an evidence room. The A&P Building has been purchased and Council approved for the plans to be prepared. With the amount of space in that building, it would take some time for the Police Department to outgrow it. The Police Department has the potential for a violation of evidence chain of custody and control from State and Federal authorities. Processing and fingerprinting offenders in a 4x6 hallway is dangerous. If a fight were to occur it would get out of control. The dispatch area is crowded; sometimes used as an office for officers to complete their reports along with Dispatch. The Police Department has 12 officers working out of 1 office at present within 4 separate shifts.
- **Grant/Finger print Live scan**. Rolling inked prints are a problem when the offender does not want to be processed and the State is very particular as to what they need for their system. The new system would be loaded electronically. It gives the Police Department an opportunity to gain information about the offender almost instantly once the information is loaded in the machine. The Chief has applied for a grant for 15,000 which would cover approximately half of the cost to purchase. This is a state block grant with a 10% match. The possibility of it being mandatory was discussed. The Chief estimated the number of finger prints to be 150 – 200 per year. The fees for fingerprinting are \$3.00 - \$5.00 each. There is a yearly maintenance fee with a new system.
- **New computers**. The Police Department's current computers were purchased in 2005-06. They are out of date- running slow. The Chief just learned that Windows XP will no longer be

supported after this month via the new IT person. Richmond Community College and Hamlet Housing Authority have donated computers through the years. Technology changes through the years. The ability to connect to State and Federal programs such as NLETS and DCI require updated computers and software to access their information needed to complete their jobs.

- **Patrol Cars.** The Chief would like to replace the three 2007 Crown Victoria vehicles on patrol. They are used every day and shared. Maintenance costs for those vehicles have risen. They need to be replaced or increase maintenance and repair in the budget. One particular car, the K-9 vehicle, has had 5 transmissions in past few years. There are two vehicles owned by the state through the Governor's Highway Safety Program. If the City chooses to surplus them, permission must be obtained by the State. The Chief found a grant to replace the 2 GHSP cars but the deadline had passed. He will research for other grants to replace those vehicles next year. The Department is still using a 2005 Ford Crown Victoria as a spare car.

Councilman Preslar asked how many cars the Police Department has and who takes their vehicles home. The Chief reported the Department has 17 vehicles. Cars are taken home by the 3 Detectives, 2 Governor's Highway Safety/ K-9's, the Chief's and the Patrol Commander. Councilman Preslar asked how many cars were on shift. The Chief responded some are shared by different shifts and operated 24/7. The two newest Dodge Chargers were assigned to sergeants, and the 3 new Fords are patrol cars, some are shared. They try to let some of the cars rest so they will not be used 24/7. They have cut their fleet by 4 since last year. Councilman McQueen asked about developing a substation that would help with some space and such. He suggested an area of a restaurant or building could be used. It will also allow police presence in the community. They talked about the computer software being at the HPD. Councilman McQueen discussed the expense of hiring new officers and retaining experienced officers. Councilman McQueen asked for a break down for salaries – not people but positions. He talked about veteran officers and he would like to look at this issue to build up a veteran police force. If the citizens know the officers, everything goes better. He continued to say we should look at a total package: all of the money it takes to hire, test and such. He would like to see more community oriented policing and the pay studies from nearby, comparable towns.

Maintenance Department Presentation by Doc Sylvain

Progress Report:

- Doc Sylvain thanked Council for the opportunity to serve as the Buildings and Maintenance Director since Bobby Moser's retirement in November 2013. He reported the City had 2 major water damage incidents recently. The City Public Works department received damage over a weekend in October 2013 from a corroded water pipe. Bobby Moser began the repair process with the City's Insurance Company. A contractor out of Greensboro, recommended by the Insurance Company, has the repairs 80% complete.
- The Hamlet Depot also had water damage and was the mostly costly but happened during normal operating hours. He received an alert on his phone. When he arrived he found a faulty sprinkler head. He explained a local contractor was called to begin work immediately. The quick response allowed the damage to be contained to 3 rooms. The repairs were completed 3 weeks ago.
- The cold winter took a hard hit on the City's HVAC. A 5 ton unit had to be replaced at City Hall on the Water Department side and 3 defrost boards had to be replaced.

On-Going Projects:

- **Everyday Duties.** Doc reviewed his every day duties. He oversee two custodians, does all the maintenance work for each building and structure owned by the city and prepares the paper work and correspondence for insurance claims and secures all bids for projects.
- **Flag Pole Lights.** He is working to provide lighting for all flags located on City property.
- **Depot Boiler.** The boiler at the Depot has a total of 15 burners in it. Currently, it is running off of 10 burners. The cost to repair the burners is \$5484.00. The burners stopped working after the water damage. The boilers have a 10 year life span. He is researching information from schools and local companies.
- **Main Street Walking Bridge.** Doc advised the Main St. walking bridge needed repairs. It was discussed to put it on a regular maintenance schedule. The idea of replacing with plastic was considered although more expensive it would last much longer. Councilman Buie asked him to get pricing for replacing the rails and walkway with plastic. It was mentioned that only the top railing would need to be plastic.
- **Gazebo at City Lake.** He is considering adding a metal roof to the gazebo at the City Lake.

Needs – 1 Year.

- **Building Maintenance Assistant.** With safety being the primary issue, Doc suggested the City hire an assistant for building maintenance . He gave examples when he is on a ladder by himself that can be risky. Having someone available while he is on vacation would be helpful. They could also assist with the paperwork and monitoring of the custodians.

Needs – 3-5 Years.

- **Fire Monitoring System for City Hall.** Doc has spoken with Fire Marshall Calvin White regarding the need to install a fire monitoring system at City Hall. He explained other city buildings have them already and he has concern, especially for the Council Chambers when meetings are taking place. Three different zones will need to be protected. The estimated cost is \$11,000.00.
- **Outdoor Security System for Public Works.** He would like to install a security camera system at the Public Works Department. Over the past 3 years, more than \$57,000.00 in City equipment has been stolen. Doc has spoken with Public Works Director Billy Stubbs and they do not feel a monitoring service will be needed. The motion detector will activate after hours.
- **Carpet Replacement at Library.** Bobby Moser had secured quotes of \$12,000.00 to replace the carpet and \$25,000.00 to remove the books and shelves so the carpet could be installed. Doc has researched renting movers and having city workers remove the books. He contacted several local carpet companies and their suggestion is to leave the books and shelves in place and carpet around them with carpet squares. If one becomes damaged, just the square can be replaced. Mayor Bayless asked if there were any funds left from the insurance claim at the library. The City Manager explained the insurance money covered the actual damage from the water itself . Bobby Moser had figured in a 3 part section of what the City would do along the way. The City did not get any extra insurance money to address that. The City will need to prioritize the needs. They hope to finish the interior this upcoming year and address the exterior next year.

- **“Old” Sewer Plant Building.** Doc gave an update on the old sewer plant building located at the City shop. He said this is a building that gets broken into a lot. He explained there are open floors, water dripping off the ceiling, and mold everywhere. He has a company that will demolish it for \$7,000.00. Once it is knocked down, the concrete can be used to fill in the hole. Councilman McQueen stated he did not feel comfortable having the building sitting there in that condition with the gates unlocked at Public Works.
- **Action.** Councilman McQueen made a motion to take care of this problem immediately. Councilman Martin provided the second. All voted in favor, 5-0. Gail Strickland will provide a list of demolition contractors and bids will be obtained to remove the structure.

Goals.

- **HVAC Units.** Doc is Requesting a line item in the budget for HVAC units and fire protection systems. He would like to have a local contractor do the maintenance on the units. The scope of the services would be noted on the bids. Currently, the units are different models and some companies cannot work on them. Mayor Bayless asked if one local company could do the maintenance. Doc responded that his goal is to have one company that would do routine maintenance that could update him on the needs for each unit. Councilman Preslar asked if the City would have to bid each year. The City Manager explained the City could enter into an agreement for 1- 3 years or 3 – 5 years.

Parks and Recreation Presentation by Mitch Bowman

Appearance of Hamlet. Mitch Bowman began by saying as the Parks & Recreation Director, it is his responsibility to make sure the parks are in great shop and he makes that a priority every day. He tries to put the right coaches and volunteers in the right place and make it better for the citizens.

Programs.

- **Baseball.** Last year the City had 240 participants; the cost to operate the program was \$11,500.00 and revenues from sponsorships and registration totaled \$9,000.00. The reason for the increase in expenses was an increase in the number of 9-12 year old participants. Equipment for the older, bigger kids costs more. He hopes to have an increase in revenues and the number of players and a decrease in expenses this year. Items paid for by the City include shirts, hats, trophies, field equipment and all star uniforms.
- **Soccer.** The soccer program had 240 participants; the cost to operate the program was \$3,500.00 and revenues from sponsorships and registration totaled \$8,500.00. When he first started, soccer was the largest program and the money maker. Items paid for include shirts, field paint, trophies and payment to the City of Rockingham for the 13-15 year olds to play in their program. Because of the confusion of kids signing up in Hamlet and then playing in Rockingham, he plans to cut soccer registration off at 12 years old. Once kids get to the age of 13, they have other interests than sports.
- **Football & Cheerleading.** The football and cheerleading had a total of 420 participants: 150 tackle, 140 cheerleading and 130 flag football. He basically has 3 separate programs operating at one time. The total cost for the programs was \$12,500.00 and revenues were \$13,500.00. This was a year that helmets had to be replaced due to safety regulations and therefore the costs increased. Football can be a dangerous sport and he makes sure the equipment is top of the

line. Helmets are rotated every 4-5 years. Councilman Preslar remarked that overall the Parks and Recreation Department broke even with expenses and revenues. He also said that the program was not a money maker and Mitch said it was a quality of life program. Coaches are monitored well and he puts the right volunteers and people into place to ensure quality programs.

- **Basketball.** The basketball program had 240 participants; the cost to operate the program was \$3,900.00 and revenues from registrations and sponsorships totaled \$8,000.00.

Parks.

- **WD James Park.** This is by far the most used park in the City. Mitch told Council he would like to obtain the adjoining Rabb property to enhance this park. In doing so, more equipment could be installed. Councilman Buie inquired on placing grills at the park. Mitch replied that he has seen a need for this and will investigate the idea. The concern is theft so Mitch said he would check with Mr. Garner at Convenience Corner to see if the City could add a camera at his location and direct it to the park area. Councilman Preslar asked for the times the parks closed. It was discussed either at dark or 10pm. Staff will check the City's Ordinance.
- **Jack Breeden Park.** This park is used for 10-12 year old soccer and all flag football games are played there. The park is used by the nearby school and church. It has been rented for an Easter egg hunt this year. The park has come a long way especially with the block grant that provided lighting. He hopes to fence in the basketball area in the future.
- **Hamlet Fairgrounds.** Since the Boyd Lake property has been acquired, the City no longer plays baseball at that location. They have recycled the fencing to other parks. The Lion's Club uses the area for the County Fair and practices are held for football and cheerleading there, but no organized activity currently at this time.
- **Memorial Park.** Mitch called Council's attention to photographs of Memorial Parks retaining wall that he assumes was built when the gym was constructed. The cross ties are moving when heavy rains occur. He also showed the walkway that has the same issues. The park is highly used but run down.
- **Boyd Lake Road Complex.** The Recreation Director discussed signage at this park. CSX, through their volunteers, provided a sign at the 9-10 year old field. When he met with the representative from the PARTIF Grant, she made several recommendations that would enhance the complex. One was the addition of a sign as you pass by the road that goes into the CSX facility and a second across the street from the large, red sign placed by CSX. He has contacted Steve Davis to help with the signs before the season begins.
- **Babe Ruth Park.** There are no organized sports at this location but practices are held there. Glen Ross has rented the field for softball tournaments and maintains the fields during that time. Mayor Bayless mentioned the back parking fields are in bad shape but Mitch responded that he does not think that area is used. The City is in a lease with the School System for this property. We are responsible for the upkeep of the fields. Councilman McQueen asked if the agreement with the School System was still in place and if it was now necessary. The City Manager said it should remain in place for future expansion of our programs.

New Park Ideas.

- **McLaurin Center Park.** – Swings will be ordered for the McLaurin Center Park. They use the park for their clients for recreation. They are trying to develop into a park and the placement of the swings will kickstart the plans.
- **Area between City Lake and Depot.** Mitch said this area is where the City should focus for Parks and Recreation expansion. Councilman Clewis suggested an amphitheater near the McLaurin Center. Mitch said it would be an ideal place to honor John Coltrane. He feels the area is perfect for showcasing the Depot and expanding other quality of life resources for the citizens of Hamlet.
- **WD James Park.** To enlarge this park, the Rabb property would need to be acquired.

Trucks & Equipment.

- **1998 Ford Ranger.** This vehicle has 90,000 miles
- **1993 GMC.** This vehicle has 190,000 miles. There are issues with the starter and it will not shift into reverse if the vehicle is running. The driver has to cut the truck off, shift into reverse, and then restart the truck.
- **John Deere Gator.** The Gator is 20 years old but working well.
- **John Deere Mower.** This mower is 8 years old and used to cut small areas.
- **John Deere Zero Turn Mower.** This mower is 2 years old and helps tremendously.

New Revenue Ideas and Opportunities:

- **Scholarship programs** – The Parks and Recreation Department has received over \$1200.00 from local organizations to give as scholarships to kids that cannot afford to play. He met with the Communities In Schools Director to help determine the needed participants. He stressed the need for the parents to know the time commitment as well as transportation needed to get the children to the practices and games. Councilman Martin inquired on donations from the County as well as the City of Rockingham. The City Manager explained the County does give a donation for recreation. They do not designate where the money goes. Council discussed the possibility of donations from the other government agencies to which Mrs. David felt their response would be for the City of Hamlet to differentiate between players in the city limits and those outside. She explained the City at one time followed this practice; however, there was no way to verify addresses and it was stopped. Councilman McQueen stated that all the recreational programs made money this past year overall and Ms. David confirmed. He also asked if the money charged for admission to the games went into the General Fund to which Ms. David stated it did. Councilman McQueen expressed concern that the money went into the General Fund. Ms. David explained the fund has a gate and concessions revenue line item that is used to offset the expense of staff and part-time salaries. She stated that money was taken into consideration when preparing his budget. Council discussed the possibility of increasing registration fees and eliminating the admission fee but no action was taken.
- **Splash Pad.** If the City receives the PARTIF Grant and Council elects to move forward with a new gym, he has considered a splash pad as a source of revenue. The City owns their own water. This is an upfront cost but a money maker.

- **Other ideas.** The Director continued by saying the City of Hamlet can do anything they want. He provided suggestions of dog walks, golf tournaments, kayak races, 5k races, festivals, etc. He emphasized the need to come up with creative ideas to raise money, but said he needs to feel supported with his efforts.
- **Richmond Community College.** RCC is the fastest growing community college in the State and they are expanding their curriculum. Through their new programs they will offer basketball, tennis, fishing, soccer, kayaking and Frisbee golf. They have nowhere to have the programs so they want to partner with the City of Hamlet. They want to put a Frisbee golf course around City Lake, they want to purchase kayaks to teach water safety. On the weekends, when RCC is closed, the City would have access and could make money. The College will pay for the rent of the gym and the tennis courts. Opportunities are limitless. He is excited.

Departmental Needs:

- **Ford F-150.** Upon the recommendation of Bryan Carter, replace the 1993 GMC with a Ford F-150 Estimated Cost \$19,000.00
- **New Recreation Center.** The PARTIF Grant process is a time consuming process. Mitch hopes to be awarded the funding and knows it will be difficult to explain why the City would turn the funding away.
- **Memorial Park.** \$20,000.00 for improvements to walkways, lighting, gym scoreboard and retaining wall. He will put the request in his capital outlay. If the City does not receive the PARTIF Grant, more funding will be needed to improve Memorial Park.

Councilman Preslar expressed the need to complete the walking trail. He has been approached by persons from the VFW that would like to get involved by placing a fountain or floating bridge. He would like to get a group together and see what their involvement would be along with the National Guard to complete the walking trail. He asked the City Manager to get a group together and he offered to serve as a liason. Safety is a concern but he feels improvements can be made that would address both safety and usability.

At this time, Marchell David introduced Zach Garner, the City's new IT person. He comes to the City from Southern Software. He will have an office at Front Street when he is stationary. At other times, he will be at the various City departments. His first big project is the city's website.

The meeting adjourned at 12:20pm for lunch. Councilmen McQueen left and returned at 2:20pm. Councilman Clewis also left and returned at 1:10pm.

Hamlet Senior Center Presentation by Donna McMillan-Aiken

Accomplishments.

- **Facebook.** The Center's Facebook page is up and running. She encouraged all to go to their page and like it.
- **Newsletter.** The monthly newsletter has been updated and moved into Publisher. It is now available at distribution areas around town.

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- **New Activities and Events.** Zumba Gold has been the most popular addition to the 10 new classes that have been added. They have added classic movie showing, therapeutic hand waxing, book club, and additional computer classes.
- **Consolidated Trips.** To be more cost effective, shopping trips using the large van, have been consolidated to every other month. They use it at least twice a month for trips, if not more, and she has not received any complaints.
- **Center Signage.** In an effort to inform the participants, more signage has been placed around the Center. She has implemented a suggestion folder and events calendar as well. The outside sign is changed every month.
- **Partnerships.** Donna has secured partnerships with local agencies this year and will be expanding even more.

Opportunities.

- **Website.** Center's website is not operational yet, but the new IT person has it on the list.
- **Schedule Changes.** Changing the schedule and way things are done has been gradual so as to not upset the participants.
- **Grant Monies.** Grant funds are available. She plans to work to capitalize and secure the grants.
- **Parking Lot.** Donna called attention to a large pot hole in the parking lot.

Goals for Next Year.

- **Website.** Once the Center's website is operational, it will be updated with current information and events. The web address is hamletseniorcenter.com.
- **Gardening.** She was told the Center had a Gardening Club at one time that maintained the beds around the Center. They disbanded and she has not been able to get another one started. Donna has applied for a \$1500.00 grant for flowers and trees to beautify around the center.
- **Partnerships.** She plans to partner with more local and state organizations in the upcoming year. One idea is to implement a caregivers' support group with grant funding.
- **Maintaining Members' Needs.** The Center has a need for a more accurate way to log who comes in and out of the Center and the events' participation.
- **Computers.** She expressed a need for 2 new computers: one for her use and one for the front office.

Councilman Buie asked that Benny Billingsley take care of the pot holes in the parking lot at the center.

Waste Treatment Plant Presentation by EG Dunn

- **Plant.** EG began his presentation by explaining the flow of wastewater to the plant and the process of cleaning the product. He explained the dangerous chemicals that are used and the safety plans they have in place to prevent accidents and the plans they have in place if a dangerous situation occurs. The plant has the capacity to treat 1 million gallons per day. The daily average is 680, 000 gallons per day. Rainfall, snow, and ice increase the flows. More than 7.2 million gallons of wastewater was treated last year.
- **Land Application.** EG is over 2 State Land Application Permits, one is the waste treatment part, the other is the sludge that is land applied. They have three fields to land apply on. All must be State permitted. Fields one and two are located on Cole Store Road and Boyd Lake Road. Field

three is around the firing range. This is where they land apply in the summer. He made mention that if more than one-half inch of rain is received, or if there is frost, he cannot haul. This is the cheapest way the City has to dispose of the sludge since they own the land.

- **Treatment Process.** Pictures were shown of the bars screen that removes all items in the sewer lines, the grit remover that removes the sand, the influent pumps, caustic day tank, aeration basin, clarifiers and the return activation sludge pump. EG then explained the chlorine feed system and tanks, the chlorine contact chamber, sulfur dioxide process, step aerations and the outfall into Marks Creek.

2014-2014 Budget Requests.

- **Replace 1992 truck.** Because of the age, maintenance cost, and fuel cost, he would like to replace it with a 2014 Ford F150 4x4 truck. He will use the new truck to check the fields; the one he currently uses will go for on-call and operating the plant.
- **25 hp Aerator.** He needs to purchase a new, complete 25 hp aerator float and motor assembly ready to sit in the basin for \$12,650.00.
- **50 hp Aerator Power Section.** This is a motor and mounting rings all the way down to the prop to go on the existing float. The cost without the float is \$12,654.33.
- **Road.** He has received a quote to resurface the road with crush and run. To resurface the 7910 feet road 10 feet wide and place what is needed at the land application site would require 1440 tons at a cost of \$29,107.00

2-3 Year Goals.

- Replace Mack Truck and 3300 gallon tank.

Plant Flows. EG provided Council with a 10 year history of the flows at the plant and explained the information to Council. The decrease in flows was the result of Staff locating and repairing manholes.

Firing Range.

EG discussed issues with the firing range. Work has been done to fence it in and the Police Department has a flag that is to be raised when the range is in use. The problem is persons other than authorized police are using the facility. Persons teaching concealed weapons classes have been at the range. Suggestions were made to change the lock to a combination lock and to have each person sign in at the police department. They must also have an instructor with them. There are issues with the sand pit where there is no gate and people are entering by that means.

Public Works- Water and Streets Presentation by Benny Billingsley.

Mary Love Cemetery. After giving the names of his employees, Benny began his presentation by giving an update of Mary Love Cemetery. He said Ryan Holmes works there about 7 months out of the year. They have been able to secure persons in need of Community Service as a resource in the past to help with the cemetery as well.

Progress Report.

- **Water Mains.** Benny oversees the main water lines, service lines, service connections and meters.

- **Streets.** Benny explained he is assigned to the Street Department but did not want Council to confuse that with Powell Bill money. It is State money the City receives to resurface roads, sidewalks, curbs and gutters. His crew makes patches to road potholes and driveways, installs under road pipes, replaces broken sidewalks and curbing as needed and as funding allows. He discussed when repairs are made to broken water lines, much of the time is spent removing the wet dirt by hauling it away and replacing it with dry dirt. The dirt is recycled to be used at the landfill. Councilman Preslar inquired on the City's streets noting that many are in need of repair and repaving. He asked if all the roads were paved at one time years ago and who paid for it. Benny said many of the roads were paved at one time and called attention to the Briarwood Subdivision.
- **Bobcat.** He reported on a bobcat that is used by his department that was purchased in 1990-91.
- **Truck and Trailer.** Benny reported the current truck used to pull the trailer and bobcat is not large enough. The tires come off the ground. You have to gradually load the equipment. A new 450 truck has been ordered. It was approved last year along with the shop truck.
- **Right-of-Ways.** His Department maintains the city's right-of-ways.
- **Hauling.** Last year his guys hauled 193 tons of dirt and used 133 tons of crush and run for City.
- **Street Sweeper.** Two employees operate the street sweeper. It makes a significant impact on the appearance of the City.

On-Going Projects.

- Continue to renew and repair water mains
- Continue to patch road cuts, repair driveways and repair under road pipes as needed
- Install and repair storm drains and lids

Needs – 1-3 Years.

- **410K Backhoe Loader.** Benny advised his department has a need for a backhoe loader. The estimated costs for a new one is \$121,000.
- **Ford F150.** He requested a Ford F150 Regular Cab 4x4 Short Bed replacement truck for Meter Reader Robert David. A discussion of a F150 versus a smaller truck took place. Benny felt the gas mileage was very similar and resale value on the F150 would be greater when the City chose to sell it. Safety was also a concern.

Concerns.

Benny ended his presentation by saying the City needs to implement a plan for resurfacing city streets. If we don't have a plan now for the resurfacing of the roads, where are we going to be in 10 years?

Break. At 2: 40 pm the group took a break. Chief David Knight received a call to a forest fire and left meeting. At 2:55 pm the meeting began.

Public Collections Presentation by Ernie Billingsley.

Progress Report by Collection's Commander.

- **Root Control.** For preventative maintenance, his Department has a new product that prevents them from having to dig up the shoulder of the road. It cannot be used in all situations but it works well in the areas where applied. The cost savings is thousands of dollars each year.
- **Clean Outs.** They installed 10 clean outs where none have existed before to utilize.

- **Sewer Taps.** He reported they installed 12 new sewer taps.
- **Sewer Service.** His crew cleaned 42 sewer services this past year.
- **Right-of-ways.** He commended his Department for the way they have cleared the City's right of ways saying many have to be cleared several times a year. Ten percent of the rights of ways have to be cleared annually.
- **Clay Street Ditch.** He showed a picture of cement and yard debris that was placed in the ditch creating the problem.

On-going Projects.

- **Pumping Stations.** The pumping stations only have to be checked once a week now that the telemetry is in place. When an alarm sounds, the Water Plant employees notify them of the problem. Generators are checked monthly.
- **Wet Wells.** Removal of grease from the wet wells was not done in the past, but now it is done on a regular basis. Bugs are placed in the wet wells for preventative maintenance.
- **Vacuum Wet Wells.** Ernie uses a company once a year for Walls Trailer Park and Highland Pines pumping stations to remove the rock and things they cannot remove. \
- **Pumping Stations.** One pump had to be replaced at Ware Street in Dobbins Heights this past year. They have a total of 8 pumps there. There were no pump issues at Wall Street. Both pumps at the 177 North station had to be replaced with new pumps because of their age. At the Walls Trailer Park pumping station there is the pumping station currently used and a pumping station that was used for sending to Rockingham. He met with Russell Underwood this week and he is checking to see what it would cost to tie in the 2 force mains. He then will try to locate 2 used pumps that will pump the sewer to Hamlet. At the Rockingham station, the generator is too small to run Walls. It can possibly be setup to tie in the force main to use that station as a brand new station. A used generator was purchased for the Highland Pines pumping station. Ernie showed a picture of the pumping station located at Hwy 177 South and it was noted it does not have a fence. Ernie explained the State had advised a fence is not required as long as there are padlocks on the equipment. Two pumps at the Hamlet Middle School had to be rebuilt last year. He advised no one is using the pumping station located on Hwy 38 South that was installed for the Industrial Park.
- **Grease.** After discussing the issues of grease and businesses not cleaning their grease traps as required, it was suggested to look into fines for businesses that do not follow the Grease Ordinance.
- **Beavers.** Ernie explained that beavers are a serious problem. They actively work to remove the beaver dams that can reach as high as 4-5 feet. Areas have been cleared so the dams can be accessed with the backhoe.

Needs – 1Year. For his Department, Ernie requested a Kohler generator for Wall's Trailer Park at an estimate cost of \$63,000.00. The Wooten Company will apply for a grant for the generator.

Public Works Presentation by Billy Stubbs

Sanitation

- **Progress Report for the year.** Billy began his presentation by recognizing the employees in his department.

- **Knuckle boom.** Issues were reported with the knuckle boom. The rotator arm failed and it was out of order for nearly a week and the backhoe had to be used to get some of the larger piles.
- **Loads hauled to landfill.** Public Works hauled 790 trailer loads to the landfill. Up through November 2013, the City collected \$174.00 for County pickup. After November, the City no longer charged for this service. County is now picked up weekly at no charge.
- **Excessive loads.** Billy showed pictures where large piles were placed for the City to remove. One pile was a load and a half and the other three loads. The City's policy states that when contractors cut, the City is not responsible. The issue is that the home owners say they helped cut so the City had to remove. This takes nearly 3 hours of work for the City to remove. It also fills up the City's landfill. He estimates the City has a maximum of 5 to 6 years to haul to that location, and then the City will have to find another location. The biggest problem is finding a location that can be certified and permitted by the State. The only other property the City has is on Cole Store Road. The City's landfill was not permitted until 10 years ago. Monthly inspections are made by the State. If it is not to their regulations, the City receives a violation notice. If three violations are received, the State will close the landfill and the City would be required to haul to 220 at a cost of \$30.50 per ton. Weekly maintenance is required at the landfill to keep the debris pushed down and covered. The debris is also a fire hazard stating the fire department has been out as much as three times in two days to extinguish a fire. The City needs to stay on top of contractors that are coming into the city for work and then leaving the debris for the City.
- **Bulky Items.** His Department is picking up everything as far as bulky items. He wanted to make sure Council understood that items cannot be mixed. Tires, building materials and electronics cannot be mixed with other items. If a mattress is mixed in with regular household garbage, the City employees have to dig the mattress out at the County landfill. The December bill from the County was \$604.70. This does not include the employee's time and gasoline and wear and tear on vehicle. He asked Council to come up with the rules and he would follow them. They discussed the illegal dumping in the woods and items left on properties that other residents have to look at. Councilman McQueen suggested the City come up with a policy that would address absentee landowners and owners that would deal with the dumping of excess items. Councilman Buie suggested looking at contracting out the service for the bulky items. Staff would need to look at all costs involved for the City to pick up these items: employees' salaries, time, wear and tear on equipment. Councilman Preslar said many of the items could be a biohazard that would put the employees at risk. Billy is not aware of any company that picks up items beside the street. Councilman McQueen told Billy the purpose of picking up the items was not to create more work for him or his Department. During his election that was part of his platform and he was following through on it. Council discussed several possibilities but did not take any action. They noted we need to differentiate between residential, commercial, contractors and rental properties. Staff will look at other nearby policies and come up with some suggestions. Council agreed we need to cut the businesses off from the bulky items policy. Council will announce that businesses are not included in the pick-up of bulky items at the next Council meeting during the comments section.
- **Employees' Duties.** Several years ago, a schedule was developed to let the citizens know the day their garbage and leaves and limbs would be collected. Mondays through Thursdays are the busiest days for garbage collection. Fridays are usually spent on cleaning streets, curbs, sidewalks and gutters, cleaning equipment and cross-training. He is short two employees and

has been for several weeks. This makes a big difference when you are operating on a strict schedule.

Needs 2014

- **Two wheel garbage cans.** Garbage cans are dry rotting and need to be replaced. He is requesting 125 Toter 96 Gallons cans. The estimate is approximately \$7,000.00

Needs 1-2 Years

- **Knuckleboom Truck-** The current knuckle boom is not completely worn out but \$21,000.00 was spent unexpectedly for maintenance this year. The repair cost would have been more if a lot of the work had not been done in house by City employees. The estimated cost is \$132,000.00. If a demo could be located it may reduce the price by \$10,000.00
- **Garbage Truck.** He put the garbage truck out for bids last August. Two companies gave bids but their manufacturer made a mistake. When the bids were opened they realized they did not include the modification for the right hand conversion. They went back to the companies and explained they did not bid to the specs. They had to bid again. It was ordered in November but will not be in until July of 2014.

Shop

- **Mechanic.** Billy advised that Gary Lambert has decided to retire for the second time to spend time with his grandchildren. In looking for a replacement, Billy does not feel the City will be able to find a mechanic experienced in both gas and diesel engines with welding skills for \$13 - \$14 per hour. He thinks the salary will need to be along the lines of \$20.00 per hour. He helps in the shop as much as possible, but when Gary is not there, he and Bryan Carter have their hands full trying to keep the vehicles and equipment operational. Councilman McQueen asked for Gary's current salary. The City Manager said she would need to check with personnel. Councilman McQueen stated the City had to be fair to all employees that are already there. The City needs to be in line with salaries the best they can. He asked what the City planned to do and if the mechanic would work on other things as well. Billy confirmed they would repair all equipment including hydraulics. With the age of the City's fleet, a mechanic that has knowledge of all is crucial. Billy suggested hiring someone to see if they could perform the duties. The Mayor said it was important to let them go if they did not work out in the 90 day probationary period.

Needs 1-2 Years. Billy discussed the multiple break-ins the shop has incurred the past several years. To deter theft of equipment, he would like to purchase storage pods. He has obtained a price of \$6,000.00 for 8' x40' units. Council suggested he check other vendors for prices and gave a location in Fayetteville.

Horticulture.

Employees' Duties. Billy gave the weekly responsibilities for the Horticulture Department as grass cutting, litter pick-up, raking, cleaning and maintain sidewalks and streets, maintaining trees, shrubs and vines and changing the City's banners as needed.

Equipment. This department received and are using 2 John Deere Z930-A Commercial ZTrak mowers with 60 inch cut.

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Needs 2014. He is requesting an 8' x 40' storage pod for the Horticulture Department for this year at an estimate price of \$6,000.00.

At approximately 4:25 pm, Council Members Buie and McQueen made motions to recess the meeting until Saturday, April 5th at 8am at City Hall. All were in favor with a 5-0 vote.

Respectfully submitted,



Tammy Kirkley
and Gail Strickland

