

**HAMLET CITY COUNCIL BUDGET RETREAT  
HAMLET CITY HALL  
MAIN STREET, HAMLET, NC 28345  
FRIDAY, MARCH 4, 2016 – 9:00 AM**

**MINUTES**

***Governing Body Present:***

Mayor	William Bayless
Mayor Pro Tem	Johnathan Buie
Council Member	Wendy Massagee
Council Member	David Lindsey
Council Member	Jesse McQueen
Council Member	Eddie Martin

***Staff Present:***

City Manager	Marcus Abernethy
Zoning	Gail Strickland (Taking minutes)

***Staff Present at Designated Times:***

Public Works Director	Billy Stubbs
Collections	Ernie Billingsley
Streets & Hwys	Benny Billingsley
WTP Supt.	Robert Brown
WWTP Supt.	EG Dunn
Bldgs & Maint.	Doc Sylvain
Police Chief	Scott Waters
Fire Chief	Calvin White
P&R Director	Maurice McLaurin
Senior Center	Nikki Sewell
Museum Director	Gary Greene
IT Director	Zach Garner
Water / Finance	Jill Dickens

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- 1. Call to Order.** Mayor Bayless called the meeting to order at 9:00 am. City Manager Marcus Abernethy added an addition to the agenda for a Closed Session at 4:40pm for a personnel matter per the NC General Statute (N.C.G.S. §143-318.11(a)(6)). Wendy Massagee made a motion to amend the Agenda. Councilman Jesse McQueen offered the second. The motion was approved noting if the Attorney needed to be present, the matter would be moved to the next Regular Council Meeting.
  - 2. Invocation.** City Manager Marcus Abernethy offered the invocation.

3. **Notification of Meeting.** Council McQueen asked if the newspaper was notified of the March 4<sup>th</sup> Budget Session. Jill Dickens made contact with City Clerk Tammy Kirkley who confirmed the Richmond County Daily Journal did receive notification and Mayor Bayless called them as well.
4. **Welcome by City Manager.** The City Manager reviewed both Friday and Saturday's Agenda and the process. Friday will consist of presentations by City Department Heads and Saturday will have 3 goals: to answer and update any questions or concerns from Friday, to review and prioritize the capital outlay requests and to review the goals set previously by Council at the January mid-year meeting.
5. **Departmental Presentations.**

### **Billy Stubbs – Public Works**

#### Sanitation

##### Progress / Progress on-going

- Collect and Dispose of household garbage and commercial
- Complete routes, assist with yard, limb and street crew
- Received 135 – 96 gallon roll out carts and 30 replacement lids August 2015
- Schedule sweeper
- Clean curbing, gutters, grass cutting and weed eating right-of-ways and clean storm drains
- Push back yard debris and cover at landfill – Required by State every 30 days to stay in compliance
- Received Bulldozer from Germany purchased on State Surplus

##### Goals 1-3 Years

#### Sanitation

- Cross train employees in water and wastewater – obtaining certifications will allow for advancement
- Work to have land on Cole Store Road permitted for landfill. The City currently has less than 10 years at current landfill. It will cost \$10,000.00 to permit but cheaper in the long run than taking to the County. Once permitted, the landfill should have use for 30 years. The use of Marks Creek was discussed but determined too marshy.
- Phase in recycling program for household debris starting with drop off sites -

#### Needs

##### 1-Year

- 96 Gallon roll-out carts – the lifespan of a cart is 10 years. The City tries to purchase 100 -135 each year, but with 3200 cans, at some point the City will have to make a large purchase.

##### 1-2 Year

- Sanitation truck – estimated cost \$160,000.00.
- Knuckle Boom truck – estimated cost \$160,000.00. The current 2003 model has 15,054 hours with numerous repairs in 2014-15. A safety issue with the hydraulic houses was discussed and Council asked Billy to check with the manufacturer or Gene Ross for a solution to resolve the safety concern.

#### Horticulture

##### Progress / Progress on-going

- Grass cutting /weed-eating/ curbing

- Rake grounds at City Lake, city parks, and city buildings
- Litter pick-up along streets and right-of-ways
- Maintain shrubbery at library, City Hall, parks and Depot
- Plant flowers
- Install City banners

Billy Stubbs informed Council that retired employee Pat Maples had expressed an interest to return part-time at 19 hours per week to plant and make repairs to sprinkler systems. Council agreed he has knowledge and a vision for the City. It was the consensus of Council to hire Pat immediately, making a budget amendment as needed. It was also determined that he would need a vehicle. Bryan Carter advised Staff had located a van for \$5700.00 that would suit the needs of the Building & Maintenance Department. If purchased, the truck used by Doc Sylvain could shift to Pat Maples. It was the consensus of Council to make a budget amendment to purchase the van immediately. David Lindsey suggested the City consider seasonal part-time help from April to October to allow 2 crews to mainly weedeat and edge.

#### **Use of Fund Balance for Current Purchases**

Councilman McQueen discussed the Fund Balance Appropriation. It was originally thought the City would have to borrow \$800,000.00 from the Fund Balance; but instead, the City would be adding approximately \$200,000.00 to the Fund Balance. It was suggested Council review items postponed in the 2015-2016 budget and possibly purchase some of the items now. It would help with the 2016-17 budgeting process.

#### **Shop- Bryan Carter**

##### Progress / Progress on-going

- Work on becoming more organized
- Work on ways to keep the City fleet in good working condition at minimum cost
- North Carolina State Inspections – working to get Tim certified
- Additional training for both shop employees

##### 1-Year Plan

- 10,000 lb. rotary lift – the cost is \$3900.00 installed, excluding electricity. They plan to purchase containers for the tires presently stored in one of the shop bays. The purchase will allow for 2 lifts for small vehicles.
- Air compressor- The current 1997 air compressor is having problems. This is considered to be a much needed item. The costs is \$3400.00

#### **Ernie Billingsley- Collections Department**

##### Progress / Progress on-going

- Footage of cleaning sewer lines – 38,500 feet cleared in 2015
- Washed/flushed sewer lines
- Cleaned grease from wet wells
- Sewer cleanout – 14 installed
- Sewer taps – 8 new
- Sewer services – cleaned 33 services
- Root control preventative maintenance- provided a list of 2015 maintenance

- Sewer right-of-ways/sewer plant/inflow problem – The City continues to have a problem with in-flow. Several lids have been found off-set.
- Clearing of right-of-ways- Have used Garcia Forestry Service – mowed 1 mile stretch at Wall's Trailer Park and from Main Street to the Sewer Plant.
- Raised manhole lid – Freeman Mill Rd. – located an 8" gap allowing water in the sewer system.
- Wall's Trailer Park – repaired an 8" Force Main, blown out numerous times. Engineers from the Wooten Company are working to get grants to replace with better quality pipes. Council inquired if NC Connect passes, would Hamlet qualify. The City Manager advised Hamlet would be low on the list due to low water rates. David Lindsey asked about the sewer line from Wall's Trailer Park to Rockingham. Council explained a line was installed several years ago and the City was paying \$5,000.00 to Rockingham for availability. Presently, Rockingham has the valve turned off since Hamlet is no longer paying.

#### 1-2 Year Plan

- Sewer machine – The current sewer machine has issues with the water pump. Parts are difficult to locate. A spare water pump will cost \$6,000.00. The price of a 2015 with 2500 rpm is \$62,000.00. The monies spent on previous repairs were determined to be \$5600.00 and it has been repaired 3 times. He would like to keep the spare pump for preventative maintenance. Ernie advised the City of Rockingham was always willing to assist. They have a back truck that can makes repairs much more efficient. A used back truck would cost \$160,000.00 and new \$200,000.00.

#### 3-5 Year Plan

- Funds to reline sewer mains – The area of Hamlet Avenue from Raleigh Street to Front Street were discussed. It would cost approximately \$80,000.00 to reline but approximately \$120,000.00 to repair if it collapsed.
- The manhole collapse at Lackey Street was discussed. To reline could be done in his budget.

**Gun Policy** – While waiting for the next presenter, Council discussed the Gun Policy on the Agenda for March 8<sup>th</sup>. It was determined that Council would vote on the matter as presented with no changes.

#### **Benny Billingsley- Streets & Highways**

##### Progress / Progress on-going

- Daily locates - 811
- Water mains – 22 repaired
- Water services – 11 repaired
- New water taps – 13 installed
- Patch cuts – 17 /potholes - 19
- Repair driveways - 9/ shoulder of roads - 9
- Fire hydrant replacement Front St. and Bridges St. – hit by motorist. The new hydrant was moved to a new location.
- New valve installed – Hwy 74 intersection with Hwy 177 (Burger King) - The line was approximately 90 years old. A hydraulic saw was borrowed from Rockingham. The cost of the saw is \$4,000.00, with a trailer and attachment \$8,000.00-\$10,000.00.
- Repaired 6" Water main break -8<sup>th</sup> Ave. Aleo

1- Year Plan

- Hydraulic pavement breaker – The cost is \$6800.00 and would greatly shorten repair time and manual labor.

1-2 Year (Short Term) Plan

- Dump truck – City's 2 dump trucks are 1985 and 1986 – most parts are obsolete. It is needed for hauling for water and sewer repairs. Expected cost is \$80,000.00.

3-5 Year Plan

- Backhoe loader- 1982 model is out of commission, 1986 in service. The cost for a John Deere 410L is \$103,000.00 and could be purchased with enterprise fund.

**Projects:** Dr. Lane and Associates is constructing a new building on Highway 74. The City will install necessary pipes as soon as permits are received. Benny would also like to add additional fire hydrants on Mill Road with a cost of approximately \$3,000.00 each to reduce insurance rates in the area. David Lindsey inquired if the City could receive compensation but was informed they could not. He also asked who is responsible for painting and weedeating around the fire hydrants. Bill Bayless said the Fire Chief plans to start on this project as soon as the weather is warmer.

**\*\*Robert Brown – Water Treatment Plant**

Accomplishments 2015-16

Raw water pump and transfer pump – Robert reported 2 of the 3 raw water pumps are new. They have 1 more on the outside they will look at in the future. He has an issue with the transfer pumps. They work independently and are operated alternately at 3 month time spans. It takes approximately 3 months to get parts for them. The box will need to be replaced, approximately \$5,000.00 for both pumps.

City Lake Dam Project – The State will eventually require repairs to the City Lake Dam. To drain would be more of a problem. Robert has already completed some of the things requested by the State.

Future Needs

- Repair or replace piping for filters. No prices were given at this time.
- Continue improvements to Water Plant – Robert reported he was constantly trying to update and improve a plant that operates 24/7.

Johnathan Buie asked if a \$10,000.00 allotment annually would help with pipes. The need to make repairs in sections with the common header was discussed. Council asked Robert to obtain prices.

**EG Dunn- Wastewater Treatment Plant**

Overview of Plant

Built 1982-1984

Capacity of 1 million gallons per day

Treated 222.19 million gallons of wastewater in 2015

Department Vehicles In-Use

- 1999 Ford Ranger – Mileage 226,524
- 1998 Ford 250 4-Wheel Drive truck – Mileage 208,403
- 2001 Mack Truck used for hauling– Mileage: 148,256- Hours 9,922

Lawn Equipment at WWTP

- 2003 Ex-Mark Lazer Zero Turn Mower: 690 Hours
- 2009 John Deere X540 Riding Mower: 450 Hours
- 54 inch decks on both mowers
- 2015 John Deere Z950R comm. Z trak 72inch.deck.17 Hours

Goals for 2016/2017

- Replace old Caustic tank with new Poly lime 35% Hydrated Lime Slurry. The product is safer and does not cost as much as caustic and does not freeze. Caustic tank was put in service in 1994. Would like to replace existing caustic bulk tank with new 6,150 gallon polyester bulk tank.
  - New tank ready to install with frame and mixer motor will be \$24,874.65
  - Will also need 2 peristaltic pumps to pump lime slurry. Cost is \$8,640.00 for both
  - Will need 2 PLC pump flush systems. Cost is \$2,367.20
  - Total cost will be \$35,881.85
  - Need to get prices to remove existing tank if new tank is budgeted.
- Replace 26 panels for Clarifier #2 Baffled Wall \$20,000.00
- Need to replace torque tube on clarifier #1. #2 clarifier was repaired in 2015.
  - Cost for #1 clarifier will be \$12,000.00. This will be done using Maintenance and Repair of Equipment funds. The clarifiers are now 32 years old.
- Replace 1999 Ford Ranger – estimates of \$25,100.00 and \$25,688.00 for 4 wheel drive. It could be used for pulling small trailers.

Goals for 2-4 Year

- Replace Mack truck and 3300 gal tank and give Ernie the old truck for sewer issues but he does not want to prevent Ernie from getting his. His last quote 2 years prior was \$130,000.00
- Find an alternative solution of removing sludge from digester when the weather prevents from hauling. Permit limits on ammonia-nitrogen will change in 2019.

Belt Press & Flow Issues

The use of a belt press was discussed; however, the State will change the permit levels of ammonia – nitrogen in 2019 and limitations on hauling due to rainy weather. The flows have been down the past few years due to the work of the Collections Department working to find infiltration. The State determines at 90% capacity, you need to be constructing; however, the City is at the limit for discharging into Marks Creek. A larger plant would not solve the problem. The line to Rockingham was installed to take 200,000 gallons to assist when needed. Rockingham closed the valve after the City decided to stop paying the \$5,000.00 monthly fee. The only other alternative would be to send to the Pee Dee River at an estimated cost of \$10,000,000.00 to \$15,000,000.00.

**Jill Dickens- Finance**

Revenues & projections

- Water Sales – Current sales \$1,020,600; fiscal projection \$1,530,900 with a budgeted amount of \$1,557,000.00.
- Sewer Sales – Current sales \$612,100, fiscal projection \$918,100 with a budget amount of \$902,000.
- Garbage Collections – Current collections \$222,700; fiscal projection \$334,000 with a budgeted amount of \$338,500.

## Budget Retreat Minutes March 4, 2016

- Late fees – Current collected \$69,500; fiscal projection \$104,200 with a budgeted amount of \$92,500, may be as much as \$100,000.00. Council discussed increasing the late fee amount. Jill will check on regulations.
- Tax Revenues- Current collected \$1,595,600; fiscal projection \$1,709,000 with a budgeted amount of \$1,708,000.

Previous year comparisons – Jill reported everything looks consistent for the present year.

Revenues: Based on the Water/ Finance Revenues, Water 46%; Taxes 29%; Sewer 17%; Garbage 6% and Late Fees 2%.

Top 10 Taxpayers were given as: Sandhills, Regional Medical Center, Hood Packaging, Duke Energy Progress INC, Knit-Rite, Sprint, Spruce LTG GP LLC/ Britthaven, Custom Care Development Co. LLC, Griffin-Ray Partners, KKLM Associates Whistleshop and Hamlet Health Investors LLC. Assessed values and tax levy were provided.

### Accomplishments

- New server and desk top computers
- Upgraded software – Advantages of updates include more diversified reporting options, scanning and attachment capabilities, bank reconciliation, emailing capabilities for work orders, e-billing for customers and more integration and automation of modules.
- Training – all Water Department employees are getting additional training

### Goals

- Bill Printing Options – a comparison of bill print costs was presented for postcards in-house and outsourced and also letter size in house and outsourced. The annual cost for each: In-house postcard \$16,371.56; Letter size in-house \$26,434.53; Outsource postcard \$19,728.00 and letter outsourced \$27,619.20. The cost difference for in-house postcard vs in-house letter is \$10,062.97. The cost difference for in-house postcard vs. outsource postcard is \$3,356.44 and the cost difference for in-house postcard vs outsource letter is \$11,247.64. Council discussed freeing up 2 days of the employee's time if outsourced may actually be the same or a savings. Jill provided a cost for the machine of \$9400.00. David Lindsey stated the City could communicate events and educate the public on letter size bills.

### Long – term goals

Credit card payments offered on line and automated phone payments.

### **Doc Sylvain - Buildings & Maintenance**

#### Progress Report

- Painted walls and replaced door library
- Painted walls and replaced floor at Police Department
- Replaced lights at rear of Fire Department with LED light bulbs
- Installed new score board in Memorial Gym
- Replaced old HVAC 7.5 ton gas pack unit at City Shop and added duct work in kitchen

Projects

- Continued maintenance
- Replaced (8) 240 volt spots with LED 19 watt in Main St. Park – received funding from Seaboard Festival Committee
- Replaced carpet in Collections Department in City Hall, front area only

Requested in FY 2015-16 – Items were not approved.

- Assistant
- Used Van \$20,000.00
- Security Camera/Recorder \$3,000.00
- Fire alarm at City Hall \$16,500.00 – City Council approved \$5,000.00
- Burglar alarms at City Hall and City Shop \$8,000.00
- Replace carpet at library in FY 2013-15 \$12,000.00
- Generator transfer switch at City Shop \$13,000.00 – last year prioritized to consider this year

Request FY 2016-17

- Building Maintenance Assistant - The City has been approved for a temporary assistant through AARP for 6-9 months. He would need extra supply money for the part-time person to complete projects.
- Replace 1998 work truck with a used van \$12,000.00 – Council approved a van purchase now in the amount of \$5700.00. He was given permission to drive the van home.
- Increase the Line Item for Janitor Products by \$2500.00. The Senior Center and Police Department were added to his budget. The Senior Center had received free products in previous years. The Police Department previously ordered their supplies, now Doc is ordering.
- Reseal metal roof & replace bad gutter sections at Fire Department – latex coating was used for repairs several years ago. The estimate for repairs \$8,000.00.
- Security swipe locks for Police Department and Fire Department for outer doors – estimated cost \$20,000.00
- Upgrade lights to LED in Memorial Gym - \$8,215.00
- Carpet replacement Library - \$15,000.00 – estimate last year was \$12,000.00. Carpet squares can be used so book shelves will not have to be moved.
- Fire alarm in City Hall - \$10,000.00 – In 2015-16, Council approved \$5,000.00 but the lowest quote received was \$9,000.00. The use of different companies was discussed as well as a possible savings if cameras and alarms are in place.

Departmental Goals

- Install fire /burglar alarm with 24 hr monitoring with ADA Outdoor Security Camera System at City Shop, City Hall, Shop, Parks & Recreation and Senior Center. Council would like quotes for the entire package with 1 company.
- Replace carpet at HPD with tile floor
- Replace carpet and paint walls at the library
- Install emergency transfer unit for generator at the city shop
- Implement a program for on-going building maintenance of \$5,000.00 annually

### **Scott Waters- Hamlet Police Department**

#### Accomplishments

- New Police Car – purchased 1 new car
- (12) X26P Tasers purchased
- Governor's Crime Commission Grant for 25 Body Cameras – officers will get training
- Adaptability/Flexibility of taking over animal control and maintaining GSHP
- Department passed State Inspection Criminal Justice Education & Training Standards
- Take Home Car Program helped with morale and made the City's PD competitive with other departments
- Updated City's policy for Lateral Transfer/Promotions by decreasing the probationary period to 6 months
- Three New General Instructors. They have a total of 4 now. They are teaching mandated training but plan to teach all staff Policy & Procedures. They will also look for needed updates and changes.

#### Budget Goals

- Requesting (15) New Bullet Proof Vests – existing vests expire September 2016, applying for a grant from US Department of Justice – Estimated cost - \$10,968.56
- Requesting (3) New Police Cars – 2016 Dodge AWD Charger- Estimated quote per vehicle \$25,973.00, equipment \$\$3,395.90 per car and striping \$400.00 per car. They currently have 18 but would like to have 21. His request was cut in 2015.
- Requesting (4) New Viper Mobile Radios- currently one car does not have a viper radio- Estimated quote \$2908.00 per radio
- Requesting (4) In Car Cameras- currently only have one working in car camera – Estimated quote is \$5,295.00 per camera. He will check on available grant funds.
- Requesting (2) New Viper Portable Radios – currently using (2) Viper Portables owned by County 911 Center and they want them back by July 1<sup>st</sup>. The cost is \$2688.00 each.
- Requesting (4) M4 Assault Rifles- currently have 1 – upgrade from shotguns, better equipped in case of emergency, will issue to Patrol Sergeants – Estimated quote \$741.91 each
- Keyless door locks for 3 doors at the police department- to provide controlled access and maintain security – Estimated quote \$2,268.25 for the same system as Cordova and East Rockingham Fire Department.

#### Long-term Goals

- 4 x 4 Vehicle – cost \$27,000.00 for Explorer
- Additional Tasers
- Additional In Car Cameras
- Drug Officer / Swat Unit to be independent of other agencies – Council felt the Police Department was not ready for a Swat Team at this point.
- New Type of Uniforms for Special Assignments – He thought this would help with morale.
- Cement Pad for the Firing Range - \$200.00 per yard formed. The Police Department has completed all that they can themselves. The security system put in place last year is helping.
- Security Cameras Hamlet Avenue – Sam West will give permission to install on his building
- Governor's Highway Safety Positions – would like to apply for the grant again to receive points used to obtain equipment. After a specified number of years, the City is responsible for the salaries.

### **Calvin White Hamlet- Fire Department**

#### Part-time salaries

- Two additional part-time medics necessary at all times to cover when employees are out sick or on vacation - part will be the responsibility of the Rescue Squad

#### Fire Volunteers

- Maintaining twenty volunteers on the roster necessary at all times- mandatory requirements for the number of responders due to the 2 in, 2 out rule. Requested increase of \$3,000.00.

#### Fire Training & Travel

- Educational needs of the fire department – requested at increase of \$1500.00
- Fire training – fire inspections & rescue technician
- EMS training – driver operator training

#### Maintenance & Repair of Building & Grounds – requested increase of \$8,000.00

- Upgrades and on-going repairs necessary. Fire station is 35 years old and is in need of repairs such as paint, bay doors, roof, lighting and rear parking lot.

#### Maintenance & Repair of Equipment – requested increase of \$2,000.00

- Necessary repairs to the equipment

#### Maintenance & Repair of Autos and Trucks – requested increase of \$4,000.00

- Fleet repairs on-going
- Engine 11, 1973 Mack Truck still in service requires a lot of maintenance
- Tanker 4- the pump barely passed testing last year
- New truck will be in soon

#### Fire Uniforms – requested increase of \$5,000.00

- Maintaining existing uniforms – need 4 sets of turn-out gear
- Upgrades to existing uniforms – would like to purchase Class A Uniforms

#### Supplies & Materials – 1 time request of \$2,000.00

- Cost increases due to lack of finances with EMS

#### Fire Capital Outlay

- Police Package Tahoe – would like for the City to purchase a 4 wheel drive to use as a station vehicle. EMS plans to sell retired Fire Chief's car or white truck and purchase a F250 or F550 to put water and tools on to respond to grass fires. Councilman McQueen asked if they would be willing to donate 1 vehicle to the City. Calvin will check on. The estimate for the Tahoe is \$36,600.00 or for an Explorer \$28,000.00.
- Station Security lock down – in some situations, the station is empty and they do not have time to lock the doors when answering calls. He provided a quote of \$10,260.00 not including cameras.
- Air packs – The estimate is \$7,000.00 for each air pack with 1 spare bottle. Annual testing of the air tanks is required. The department will need at least 4 for the new truck.
- Hamlet Fire Department siren at the water tank. Presently, the siren can be sounded at the water tank. To have remote system, the quote is \$12,000.00.

#### EMS Goal

Councilman McQueen asked Chief White the purpose of EMS being a separate entity, what the goals are for the EMS and what is the end game for the monies made throughout the year. This is something to be discussed later. Calvin was asked if the EMS had a Board of Directors. He responded the Board has existed on paper only, but not an actual meeting Board. The original idea of the EMS was to make money to maintain the station at an appropriate level and buy equipment utilized by the City. They are

working to establish new standards. He wants to see the Rescue and Fire Departments working together.

#### Dobbins Heights Fire Contract

The City Manager reported he and former Chief David Knight met with Mayor Blue of Dobbins Heights and discussed a possible increase from \$24,000.00 to \$30,000.00 annually at incremented levels. Council requested more realistic numbers for the costs to provide fire coverage to Dobbins Heights. Johnathan Buie agreed to participate in a meeting if possible. Councilman Martin asked if the City agreed to the \$30,000.00 terms. The City Manager told Mayor Blue he would bring the proposal to City Council.

#### **Maurice McLaurin Parks and Recreation Department**

##### Parks and Facilities: Present /Current Plans

##### Sports Participation

Football has declined 30- 40 participants due to travel ball. Soccer was down slightly but he is working to improve by correlating the schedule with the school schedule. Travel ball has affected baseball as well. The basketball season just ended and it was a successful season.

##### Parks and Facilities: Present /Current Plans

- Improving play equipment at respective parks.
- More lighting at South Hamlet and also improve parking lot (too much standing water). The City Manager has put in a request for additional lighting in several areas of the City. He can add this to the list. It was suggested that CSX may add lights if contacted. Hudson Paving or the Highway Department needs to be contacted for recommendations to South Hamlet. Council asked Maurice to get a key to Rev. LeGrand for entry to the South Hamlet Park.
- Getting additional parking spaces and also putting up safety fence at Memorial Park. Problems with parking are experienced at football and basketball. Several ideas were discussed. A grant has been submitted for this park to the Cole Foundation. Council discussed moving the sports to different fields or using a part-time employee to direct parking.

##### Future Plans:

- Adding a softball league to our program.
- Renovate the field at Memorial Ball Park (to use in the future).
- Fix water flow on soccer and football fields (Memorial and South Hamlet). Water is also coming in the gym during times of heavy rain.

##### Parks and Recreation Revenue:

- Adding a softball and volleyball league (kids). Presently, the lights in the gym are too low for volleyball. They may can be raised or partner with the Middle School. Council will need to add funding this year for next year's softball program.
- Adult flag football and softball leagues.
- Corn hole Tournament.
- Having events at our facilities. Zumba is currently available. The City receives \$30.00 per hour.

##### Park and Recreation Needs:

- Zero turn lawnmower. This item was removed from the 2015-16 budget.
- Increase in some budget line items.
- Renovation of the gymnasium. The gym does not have air conditioning and the heat needs repair.

- Full Time Assistant (if the new leagues are started). Maurice would prefer 1 full time employee and lose 2 part-time employees. The 4 part-time positions came from the previous 1 full-time position. The reason was so the full time employees would not be cutting grass. Maurice's concern is that he cannot be in 2 parks at one time. Maurice was asked to give an example of his typical day.

Future Needs: (1/3 years)

- New equipment for each sport.
- New playground equipment.
- More parking spaces.
- Renovation of gym.

**Nikki Sewell -Senior Center**

Introduction & Emerging Issues -  
Needs

- Part-time staff – Current staff consists of Nikki with 40 hours per week and Ronald Nicholson works 4 hours on Saturday. He also works 3 hours each day through the Building Maintenance Budget. The Center has 2 AARP Senior Community Service Participants that will reach their duration time June 2016 and 2 Workforce Workers. They have limited duties and there is no guarantee they will be replaced. Requested a part-time employee with an annual salary of \$10,000.00 with FICA \$10,765.00.
- New Carpet – old carpet is more than 15 years old and unable to be cleaned, has a poor appearance, and little or no support for falls. It affects the air quality of the center. Estimate for commercial tile carpet is \$2,000.00 for sunroom and \$4,000.00 for offices, halls and front entrance for a total of \$6,000.00.
- Parking Lot Repairs – It was explained the parking lot is hazardous for the seniors. The cost to patch and paint the parking lot and replace cross –ties is \$19,000.00. The cost to replace the entire parking lot is \$38,495.00.
- New Computers- Estimate to replace 2 existing computers used by the participants is \$800.00. Computer classes are available to the seniors and up-dated computers are needed for the classes.
- Storage Unit – Needed to better utilize the space inside the center – Estimate is \$1800.00, includes set-up and delivery. Currently there are 2 storage units, one belonging to the Senior Center and the second one to Senior Games.
- New Paint – Wall paper stripped or painted over – Estimate is \$4500.00 for labor and \$600.00 for 10 gallons of paint and 5 gallons of primer.

Budget Request from Senior Games – A request from Senior Games was presented to the City Manager to be reviewed at a later time.

**Gary Greene Hamlet Museums & Depot**

Hamlet Historic Depot & Museums – 3 areas were discussed: Museum, Hamlet Business Development Association and Opera House

Museum Displays

The plan is to implement a rotation schedule for new displays, one new display every 2 months. The cost for the display board is \$180.00 for a total in FY17 of \$1,080.00 for 6 boards. Plans are to purchase 3 additional units at \$2,800.00 each for a total cost of \$8,400. Two would be placed in the Visitors Center and one in the Tornado Building. The Hamlet Museum will be trading a display with the National Railroad Museum very soon.

### Model Train

Gary would like to enhance the efforts of the Model Train volunteers and encourage expansion of the layouts. Estimated cost would be \$2,000.00.

### Revenue

The Depot Board receives some revenue from the gift shop sales, donations and memberships, though very limited. Council inquired on the last payment to Discovery Place Kids. The Finance Officer informed them the last payment has been made. Ways to increase donations were discussed.

Community Events – Three events are coming up this year.

- Train Days (May 14) – It was suggested to open the Rotunda on Train Day and other occasions for pictures by train enthusiasts.
- Tom Wicker Day (June 18) – They are planning a reception and book review. This will be a small event that hopefully will grow on the literary side.
- Seaboard Festival (October 29) – He would like to see the south end of Main Street with more of a train presence.

### Hamlet Business Development Association

Gary asked Council to help define the relationship between the City and the HBDA. His plans are to:

- Mirror initiatives set by the N.C. Main Street program – The State has the Downtown Initiative Program. Approximately \$30,000.00 will be in the next round in 2017. It is a very competitive grant. Council asked for more information on the program.
- Identify buildings for rent by businesses – would be a good asset to potential businesses.
- Support initiatives of the HBDA – search for grant funds that may be available for businesses.

Councilman Martin thanked Gary for his meetings with the HBDA and the Woman's Club. He received good comments from the Members regarding his presentations.

### Hamlet Opera House

- City Council: The Steering Committee realizes no monies are available. If funds are located, the City will move forward. There may be an interest with the Cole Auditorium for a smaller venue. Ideas for funding were discussed, but until commitments are made, the City will put the project on hold.

### **Zach Garner- Information Technology**

#### Budget Requests

- City Wide Email Service – needed for improved continuity, more professional appearance and improved data retention. Provided pros, cons and costs for Gmail, Time Warner Cable and 1 & 1. Gmail and Time Warner Cable were more expensive than 1&1 whose quote for email was \$150.00 per month for 50 users. It will give ability to share calendars and contacts. It is hosted by them, would not need an exchange server. 1&1 does not have the capability to keep the data where Gmail has unlimited. Council discussed 1 email for the City Manager with Google for data retention. Navisite, just purchased by Time Warner, offers everything through Microsoft platform. The cost is \$4.95 per person per month. They also have the data retention capabilities. They offer the ability to bundle with Office 365. Councilwoman Massagee suggested Zach contact other municipalities and the NC League of Municipalities.
- Website – Council inquired if the City's website had been transferred to us. Zach reported the domain was transferred. We can continue with Electronic Services as the host for \$19.00 per month. The domain registration is \$36.00 annually. To consider 1&1 for email, the cost is \$9.99

per month for 1<sup>st</sup> year and \$14.99 per month for each additional year. The domain registration is \$15.95 per year. Through hosting with 1&1, we get emails with the hosting. The emails will not allow you to share calendars and contacts, but would have storage. Depending on the package, you can have multiple websites with annual domain registrations.

- SQL Backup Software – automated backup of data for the Police Department and Water/Tax Department rather than current manual daily backups. Provided pros, cons and costs for Novastor and Unitrends. The lower price was Novastar at \$579.90 per year.
- Storage Cabinets needed to accommodate equipment and PC components and secure equipment and data. Five shelf cabinets are \$465.00 each or \$440.00 for 2 or more. Council agreed to purchase the needed cabinets for storage but not for items that need to be surplus.
- Council Chambers – Zach reported he spoke with Jimmy Quick at Richmond County and toured their Chambers for ideas and suggestions. He asked Council for direction to the updates to the Chambers. They felt it was best to get costs for a completed job. Capital Franchise money would be used for the payments. The number of cameras and monitors or possibly laptops for Council was discussed. To rid the back room of all the stored items would allow Council to utilize the room for Closed Session meetings. An estimated cost is \$60,000.00 - \$80,000.00 with annual estimated revenue from the Capital Franchise Allotment of \$30,000.00.

#### Future Goals

##### 1-5 Year Goals

- Continuing education
- MCSE (Microsoft Certified Solutions Expert) – estimate cost is \$200.00 - \$300.00 for each class, possibly 15 classes.
- ACE (Adobe Certified Expert) – this may be available online.
- Complete sound system updates to Council Chambers
- Make all websites responsive and mobile ready
- Replace outdated phone system – plans to make 1 single network. He is speaking with Time Warner Cable and has a meeting scheduled with AT&T.
- Put all PC's on one fiber network

#### **Gail Strickland- Code Enforcement/WC/Property & Liability**

- The presentation began with code penalties assessed and the structures which have been demolished by the City. Since 2008 the City has spent \$111,687.08 for demolitions. The benefit of assessing fines was discussed. It shows the seriousness of the situation and many property owners abate the nuisances to prevent or stop the fines. Demolitions can be garnished by the Tax Collector, fines cannot. The City does not assume possession of the property even when demolished.
- Council was shown 1 demolition and the next potential demolition using funding in the FY 2015-2016 budget. The Grant Property is complete and the Bid Opening for the Forsythe property will be March 7<sup>th</sup>.
- An update was given for Monroe Garden Apartments. Alliance Code Enforcement is working to find the property owners and have the tenant removed. We hope to have the Fire Department burn for a training exercise. Council inquired if Chief White could provide inspections. Gail informed them that the previous Fire Chief indicated the Fire Inspector could conduct commercial inspections but no residential. The City is investigating options for a Code Inspector.

- An update of the A&P Building was provided. Council was informed the Asbestos Inspections are complete. Regulated asbestos was found in the floor tile and mastic. Contact with the State has determined an Asbestos Designer is needed to formulate a plan for removal. Barlyn & Associates from Greensboro has provided recommendations and the cost for removal of the asbestos. The cost is \$23,750.00. After speaking with the Finance Officer and inquiring on the School of Government website, we do not have to bid for contracts less than \$30,000.00. The City will need to provide a water source. It was suggested we my contact the Church, if needed, or check with Public Works for a spigot on our line. It was the consensus of Council to proceed with Barlyn removing the asbestos. Once completed, Staff will prepare bid packets for demolition of the remaining building in the FY 2016-17. The funding for the demolition will be in excess of the normal funding for demolitions.

Requests for Demolition: \$25,000, \$5,000.00 increase from previous years due to increase in demolition costs.

Update on Workman Compensation 2015 Claims - \$9,904.45 was paid out by the League of Municipalities through January 31, 2016 for claims filed in 2015 but 1 open claim may have a payout in 2016 for permanent partial disability.

Property & Liability Claims for 2015 Review

The League of Municipalities paid a total of \$34,024.40 through January 31, 2016 for claims filed in 2015. Two claims remain open that could require additional payouts.

6. **End of Regular Meeting.** At 5:50 pm, a motion was made by Johnathan Buie with the second offered by Wendy Massagee, to go into Closed Session for a personnel matter per NC General Statute (N.C.G.S. §143-318.11(a)(6)).

Closed Session minutes were taken by City Manager Marcus Abernethy.

Respectfully submitted,



Gail Strickland