

**HAMLET CITY COUNCIL REGULAR MONTHLY MEETING  
COUNCIL CHAMBERS ROOM  
201 MAIN STREET, HAMLET, NC 28345  
TUESDAY, JUNE 14, 2016  
7:00 PM**

**MINUTES**

**Governing Body Present:**

Bill Bayless	Mayor
Johnathan Buie	Mayor Pro-Tem
Eddie Martin	Council Member
David Lindsey	Council Member
Wendy Massagee	Council Member
<b>Absent:</b>	Council Member, Jesse McQueen

**Staff Present:**

Marcus Abernethy	City Manager
TC Morphis	City Attorney
Tammy Kirkley	City Clerk
Jill Dickens	Finance Officer
Scott Waters	Police Chief
Calvin White	Fire Chief
Billy Stubbs	Public Works
Robert Brown	WTP Superintendent

**Others Present:** Media, Eleven Attendees

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1. **Call to Order.** Mayor Bayless called the meeting to order.
  2. **Invocation.** Reverend John Jackson of New Hope Baptist Church in Hamlet presented the invocation.
  3. **Adoption of Agenda.** Council Members Buie and Lindsey motioned to approve the presented Agenda. The motions carried 4-0.
  4. **Adoption of Minutes.** The following minutes were approved: Closed Session - March 4, 2016; March 8, 2016 and March 10, 2016, Regular Meeting- March 8, 2016; May 10, 2016, and Special and Budget Meetings- March 24, 2016, April 12, 2016 and May 26, 2016.

Council Members Buie and Lindsey motioned to approve the aforementioned minutes with the vote passing 4-0.

5. **Comments from Attendees.** None were presented.

6. **Personnel Recognition.** The manager recognized Gerald Adams, WTP employee who hired in the new IT position and Stephanie Thornsby as the new Museum Director/Downtown Coordinator. He provided background information on the two employees.

The fire chief introduced Mr. Daniel Asbury, who worked for the Carthage Fire Department & EMT; he started with the City on April 20, 2016.

7. **Presentation by Tommy Overby of NC Environmental Quality Water Resources.** Mr. Overby presented the AWOP Award for water quality to Robert Brown, on behalf of the Hamlet Water Treatment Plant. He stated Hamlet has been received the award five consecutive years. Mr. Brown recognized his employees for their work at the plant.
8. **Discussion of Possible Changes to the Subdivision Ordinance No. 2016-05.** The city attorney referred to some changes made to Ordinance No. 2016-05 adopted last month. Mr. Morphis noted the city's recently adopted Subdivision Ordinance now in-place and reviewed five flagged areas for future amendment that council may want to consider. The flagged options were: a Unified Development Ordinance, plat approval by council, sidewalks required in new subdivisions, swales, and in-lieu fees. The attorney said the only item he recommends for current consideration is the in-lieu fees. Council Member Buie motioned to table the matter until the July monthly meeting and to try and have a Special Meeting beforehand. Mayor Bayless confirmed a consensus would suffice on the matter and agreed if all are available to meet next month before the meeting, it would be something to consider.
9. **Public Hearing on the Proposed Budget Ordinance No. 2016-09.** Mayor Bayless opened the public hearing in reference to the 2016-17 Budget Ordinance and said Councilman McQueen requested to participate in this part of the meeting via conference call; he asked the manager about when to connect with Mr. McQueen. Mr. Abernethy confirmed council may wait to connect with Mr. McQueen until after the public hearing has been closed if they so choose. The manager stated since his delivery of the Budget Message in May, a few additional items were added, which council agreed to during the May 26<sup>th</sup> Budget Meeting.

Councilman Lindsey addressed his concerns about the county's 1% re-evaluation that would result in approximately \$30,000. The manager explained the property re-evaluation process. Mr. Lindsey expressed his concerns with the following items in the budget: i.) the \$30,000 cost for the parking lot project at the Senior Center. He suggested looking at the patching option for \$19,000. The matter was discussed between council and the manager. The manager confirmed the budget may be approved as-is, leaving the funds in the budget for the project, and re-considered in January. Mr. Martin explained his recommendation to pave the entire parking lot. Council agreed to leave the budget as-is and consider the project in January. ii.) \$10,000 Façade Grant - Mr. Lindsey suggested leaving the Façade Grant line item at \$5,000 and put the other \$5,000 towards addressing repairs to city buildings. Mr. Abernethy confirmed funds from this year's budget were utilized in full and noted the interest in the funds which help to revitalize downtown area. iii.) The final concern was that of pay raises for employees. Mr. Lindsey said he is in favor of the step increases in the budget. He pointed out an extra holiday was given to employees; that employees' medical coverage is provided in full by the city; and, the fire department personnel's holiday back-pay has to be paid. Mr. Lindsey suggested removing the

COLA and to readdress it at a later date. Mr. Lindsey is in favor of leaving in the 2.5% merit increase, the longevity bonuses, as well as, paying 100% for employees' medical coverage. Mr. Lindsey said the \$50,000 could be used to address the holiday back-time pay.

The manager confirmed the proposed budget includes a 1.5% COLA, which he based off of a simple salary study performed that would help put salaries to that of neighboring agencies. He explained eligible merit increases will be based upon performance evaluations on hiring anniversary dates. Mr. Buie agreed with Mr. Lindsey's suggestion to review COLA's at a later time. Mr. Martin stated he thought the COLA issue had already been voted on one time and settled earlier; he said Hamlet has to stay competitive to neighboring agencies and that he was not in favor of cutting the item from the budget. Mr. Buie explained the total percentages of all raises, as currently included in the proposed budget, is 5% and the recommended change is to move forward with all of the increases except the COLA's and reconsider mid-year.

Mrs. Massagee inquired if funds are included to address the air issue at one of the Depot rental offices and explained. The manager noted the unexpected \$10-12,000 expense at the end of the year budget is a heavy hit without doing a budget amendment; however, he confirmed funds were included to address the issue on July 1. Council Members Buie and Massagee agreed the city should go ahead and try to address the issue. Emergency situations were discussed.

Mayor Bayless contacted Councilman McQueen at approximately 7:51 pm via phone. Councilman Lindsey and Martin suggested Mayor Bayless provide public explanation of what council is doing at this point in the meeting and the Mayor explained the call to Mr. McQueen. The city attorney confirmed his position is it is at the pleasure of council, and as long as council says you cannot participate by phone, it's ok. Mayor Pro-Tem Buie then updated Mr. McQueen concerning the changes to the budget brought up by Mr. Lindsey. The paving project at the Senior Center parking lot; the, put off until mid-year; reduction of \$5,000 to the Façade Grant line item; and waiting until mid-year to consider the COLA's but to implement all other raises as discussed. Mr. McQueen stated he was fine with all changes mentioned except he was not in favor of waiting to implement the COLA's. Mayor Bayless welcomed other comments during the hearing, none were made and the floor was closed at 7:56 pm.

**10. Consideration of the Budget Ordinance 2016-09.**

***Votes on Proposed Changes to Budget:***

- 1.) Council Members Buie and Massagee motioned to postpone the paving project of \$19,000 at the Senior Center until January and in the meantime, try to correct the areas that need attention. Mr. Morphis confirmed with Mr. Buie that the motion is saying that the item is not being removed from the budget. All were in favor; 5-0.
- 2.) Council Members Buie and Lindsey motioned to reduce the Facade Grant from \$10,000 to \$5,000. The vote passed unanimously in favor, 5-0.
- 3.) Council Member Buie motioned to hold off considering the COLA until mid-year; he added to leave the funds in the budget but wait until January. Council Member Lindsey made the second and the motion passed with a 3-2 vote; Council Members Martin and McQueen cast the opposing votes.

- 4.) Vote on adoption of FY 2016-17 Budget Ordinance No. 2016-09. Council Member Buie and Lindsey motioned to approve the Budget Ordinance to include the changes. The motioned carried with a 3-2 vote; Council Members Martin and McQueen were the opposing votes. Mr. McQueen asked to go on record to say this will make Hamlet fall behind and said council just voted on the matter during the last budget work session. At approximately 8:10 pm, Mr. McQueen left the meeting.
11. **Adoption of Budget Amendments.** Council Members Buie and Massagee motioned to adopt the budget amendments as presented. The vote passed 4-0. A copy of the budget amendments is attached as a part of the minutes as Exhibit A.
12. **Approval of Contract for City Auditor.** The Contract to Audit Accounts for the City with Anderson Smith & Wike, PLLC was unanimously approved by Council Members Lindsey and Massagee. Vote 4-0.
13. **Consideration of Resolution No. 2016-06 FY 2016-17 Fee Schedule.** Mr. Abernethy explained that Resolution No. 2016-06 would put all fees collected by the city in one document. Mr. Lindsey inquired about liability coverage during the rental of the ballfield and gym. The manager confirmed it will work the same as with the rotunda rentals regarding the renter producing the rental insurance. The Mayor and Mr. Lindsey agreed that the rental of the parks and recreational facilities and fields need to require the same liability coverage as the other. It was confirmed that city sports participants sign individual waivers. Mr. Buie inquired about the liability with non-city teams using the fields; he discussed having a blanket waiver and allowing a team representative ensure everyone signs the form. Mr. Morphis said he likes to see everyone sign a waiver in some form. Mr. Buie was in favor of a blanket waiver for teams when applicable and allowing a team representative to have all sign. Council gave recommendations for formatting change-ups within the document. The fee of \$50 was included for the fire hydrant tampering. Council Members Buie and Lindsey motioned to approve the presented fee schedule. The motion carried with a 4-0 vote.
14. **Approval of Submitted Tax Releases.**  
The submitted tax releases were approved with a 4-0 vote by motions of Council Members Buie and Massagee.
15. **City Representative Appointment to ABC Board.** Council Member Buie motioned to appoint Council Member Massagee and Mrs. Massagee accepted the appointment. Council Member Martin made the second to the motion on the floor. The vote passed with a vote of 3-0.
16. **Consideration of Temporary Event Street Closure Ordinance No. 2016-10.** The mayor explained the need for this ordinance for city sponsored events on state roads. Six specific dates are covered under the proposed ordinance. After further discussion on the matter, Council Members Buie and Massagee motioned to approve Ordinance for Temporary Events Street Closures. The vote passed 4-0.

**17. Consideration of Resolution No. 2016-07; Establishing a Policy for the Collection and Abatement of Civil Penalties.**

Mayor Bayless and the attorney offered explanations to Resolution No. 2016-07. It was the consensus of council to change Item No. 1 under Section 1, allowing the city manager to have authority to make decisions in within the policy up to \$1,000. Council Members Buie and Massagee motioned to adopt the Resolution 2016-07 to include the \$1,000 change. The vote passed 4-0.

**18. Departmental Reports.**

Fire Chief White said his department is currently working on older fire trucks in order to get parade ready. They have been busy with fires and shootings; the department also assisted in the recent search at the Pee Dee River.

Police Chief Waters reported his employees have been busy with the noted shootings and other criminal activity. He reported on the open mike ceremony recently held by Robert Covington in the community.

Robert Brown thanked his employees for their work at the water treatment plant. He said there is one vacancy currently at the plant.

**19. Manager's Report.** The manager thanked everyone who helped and participated in the recent employee event. City offices will be closed on Monday, July 4 and the fireworks show and other activities were announced. The Cal Ripken All-Star Tournament begins Friday and will last four days. Mr. Abernethy explained Hamlet was selected by Babe Ruth to host the 7-8 year old All-Star Tournament this year.

**20. Comments of Council.**

**Wendy Massagee** commended the Hamlet Fire Department with their dedication and hard work during a recent house fire on McDonald Avenue.

**David Lindsey** announced the new playground at Memorial Park is expected to be usable in the next few weeks and he recognized the Cole Foundation for the grant funding. The A&P demolition bids will go out in the near future and demo is expected to be completed prior to the Seaboard Festival. Mr. Lindsey announced that Vector's Shirts will be closing and his retirement will be within the next few weeks.

**Johnathan Buie** wished all a safe and upcoming holiday. He noted the equipment that was purchased within this year's budget, and said council will look at other items mid-year.

**21. Mayor Comments.**

**Mayor Bayless** commended the Hamlet Fire Department for their work on the aforementioned residence fire. He also noted his appreciation to the public works crew and to Robert Brown for the AWOP Award.

22. **A Motion to go into Closed Session.** At 8:38 pm, a motion to go into Closed Session per NCGS 143-318.11 (a) (3), (5), (7) for attorney-client privilege and contract issues. Council Members Buie and Massagee motioned to go into closed session and the vote passed 4-0.
23. **At 9:18 pm, Open Session.** Mayor Bayless reported council approved a right-of-way agreement with Pee Dee Electric Company for the installation of poles on Dusty Trail while in Closed Session.
24. **Adjournment.** At 9:18 pm, Council Members Buie and Martin motioned to adjourn the meeting. The motion carried 4-0.

Respectfully submitted,



Tammy Kirkley, City Clerk



MEMORANDUM

TO: Mayor Bill Bayless & Hamlet City Council  
 FROM: Marcus Abernethy, City Manager *M.A.*  
 Jill Dickens, Finance Officer *JD*  
 DATE: June 14, 2016

SUBJ: Fourth Quarter Budget Amendments

The following is a list of proposed budget amendments for the 4th quarter of FY 2015-2016

General Fund Revenues:

10-335-1000	Misc revenue	Increase	2,500	Richmond County Tourism grant
10-335-1000	Misc revenue	Increase	1,500	Seaboard Festival Grant/change lights to LED
10-337-2000	Utility Franchise tax	Increase	27,500	Exceeds budgeted amount
10-337-2200	Communications twr lease	Increase	14,000	Exceeds budgeted amount
<b>Total Increase</b>			<b>45,500</b>	
<b>Total Decrease</b>			<b>0</b>	
<b>Net Increase</b>			<b>\$ 45,500</b>	

General Fund Expenditures

10-420-1020	Admin salaries	Increase	6,000	calendar chargeback, employee payout (vacation)
10-420-1060	Admin insurance	Increase	3,000	Exceeds budgeted amount
10-430-2160	Museums M&R equipment	Increase	1,500	Seaboard Festival Grant/change lights to LED
10-440-1020	Finance salaries	Increase	3,000	Employee payout (vacation), calendar chargeback
10-500-2150	Public bldg m & r bldgs	Increase	10,000	Alarm system / city hall
10-530-1020	Fire dept salaries	Increase	20,000	Calendar chargeback, Employee payout (vacation/holiday), overtime
10-530-1035	Volunteer firefighter	Increase	4,500	Exceeds budgeted amount
10-530-5740	Fire dept capital outlay	Increase	10,000	Dual axles on fire truck
10-660-2101	Special Events	Increase	2,500	Tourism grant
10-510-4310	Police dept fuel, gas, oil	Decrease	(10,000)	Funds not expended
10-530-3360	Fire dept. uniforms	Decrease	(5,000)	Funds not expended
<b>Total Increase</b>			<b>60,500</b>	
<b>Total Decrease</b>			<b>(15,000)</b>	
<b>Net Increase</b>			<b>\$ 45,500</b>	

Powell Bill Expenditures

11-570-3450	Contracted services	Increase	2,000	Exceeds budgeted amount
11-570-4310	Powell Bill fuel, gas, & oil	Decrease	(2,000)	Funds not expended
<b>Total Increase</b>			<b>\$ 2,000</b>	
<b>Total Decrease</b>			<b>(2,000)</b>	
<b>Net Increase</b>			<b>\$ -</b>	

**Line Item      Enterprise Fund Revenues**

30-329-1000	Interest on investments	Increase	3,000
30-375-1000	Reconnection fees	Increase	7,000

<b>Total Increase</b>	<b>\$ 10,000</b>
<b>Total Decrease</b>	<b>\$0</b>
<b>Net Increase</b>	<b>\$ 10,000</b>

**Enterprise Fund Expenditures**

30-720-1020	Admin & Eng salaries	Increase	6,000	Employee overlap/calendar chargebacks
30-820-1020	Trans & Dist salaries	Increase	15,000	Calendar chargebacks/overtime/raises
30-810-1020	WTP salaries	Decrease	(7,000)	Funds not expended
30-830-1020	WWTP salaries	Decrease	(4,000)	Funds not expended

<b>Total Increase</b>	<b>\$ 21,000</b>
<b>Total Decrease</b>	<b>(\$11,000)</b>
<b>Net Increase</b>	<b>\$ 10,000</b>