

TOWN OF LA GRANGE, NORTH CAROLINA

TOWN COUNCIL AGENDA



August 6, 2018
6:00 PM



TOWN OF LA GRANGE TOWN COUNCIL

AGENDA OUTLINE August 6, 2018

1. **Call to Order** **Mayor Gurley**
2. **Opening Prayer**
3. **Welcome**
4. **Public Hearings - None** **Mayor Gurley**
5. **Board of Adjustments – None**
6. **Public Comment Period** **Mayor Gurley**
7. **Amendments to and Approval of the Agenda** **Town Manager**
8. **Consent Agenda**
 - a. Approval of Minutes
 - i. Regular Session Minutes June 4, 2018.
 - b. Approval of Ordinance Amending the FY17-18 Budget Ordinance.
 - c. Approval of Resolution Accepting NC State Revolving Loan and State Grant, and Designation of Authorized Agent.
 - d. Approval of Amended Audit Contract.
 - e. Approval of Resolution Accepting the Tax Collector's Annual Settlement of Property Taxes for Fiscal Year Ending FY2017-2018.
9. **New Business & Presentations**
 - a. Presentation of FY 16-17 Audit. **Town Manager**
10. **Unfinished Business**
 - a. Update on the New Wells and Wastewater Collection System Project.
 - b. Update on the Lenoir County 800 MHz radio system/equipment.
11. **Financial Report – Year to Date Budget Information**

12. Closed Session (If Required)

13. Council Member Comments/Concerns

14. Adjournment



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 4

PUBLIC HEARINGS

As established by the Town Council during the February 25, 2006 Work Session, a Public Hearing period has been established and incorporated into the Regular Meeting Agenda. There are no Public Hearings scheduled for this evening.



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 5

BOARD OF ADJUSTMENTS

There are no cases to be heard by the Board of Adjustments this evening.

RECOMMENDATION: N/A



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 6

PUBLIC COMMENT PERIOD

As established by Council Action, the public has a designated time period during the Town Council's Regular Council meeting each month to address the council regarding items not included on the printed agenda.

All comments are subject to the "Public Comment Policy". The Council allotted time for up to five (5) citizens to address the council for up to 3 minutes each. Citizens **are required** to sign in with the Town Clerk between 5:45 and 6:00 on the night of the council's regularly scheduled meeting. A response from the Council or Town staff is **not** required during the Council Meeting.

RECOMMENDATION: None.



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 7

AMENDMENTS TO AND/OR APPROVAL OF AGENDA

At this time, the Town Manager will recommend that the agenda be approved as submitted or he may recommend the addition of item(s) or deletion of item(s) from the printed agenda to be addressed during the Council Meeting.

RECOMMENDATION: Approval of Agenda as Recommended by Town Manager during the meeting.



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 8

CONSENT AGENDA

Attached for your review and consideration are items submitted for the consent agenda. These items, if the agenda is approved, will be handled with a single action of the Council. If for any reason, a member of the council wishes to move an item from the consent agenda to the Items for Discussion and Approval, it is an automatic process that places that item(s) at the end of the printed agenda to allow for a more detailed discussion of the item.

ITEMS SUBMITTED FOR CONSENT:

1. Consent Agenda

- a. Approval of Minutes
 - i. Regular Session Minutes June 4, 2018.
- b. Approval of Ordinance Amending the FY17-18 Budget Ordinance.
- c. Approval of Resolution Accepting NC State Revolving Loan and State Grant, and Designation of Authorized Agent.
- d. Approval of Amended Audit Contract.
- e. Approval of Resolution Accepting the Tax Collector's Annual Settlement of Property Taxes for Fiscal Year Ending FY2017-2018.

r

RECOMMENDATION: Approval of Items submitted for Consent.



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 8A

APPROVAL OF MINUTES

Attached for your consideration and approval are the minutes for the meetings since the last regularly scheduled Council Meeting.

RECOMMENDATION: Approval of Minutes as submitted.

REGULAR MEETING

The Town Council of the Town of La Grange, North Carolina met in Regular Session at the Town Hall on June 04, 2018, at 6 p.m. with the following present:

Mayor Woodard H. Gurley; Mayor Pro Tem Bobby Wooten; Council Members Clifton Harrison, Albert Gray, Larry Gladney, Veronica Lee and David Holmes; Town Manager, John P. Craft; Town Attorney, David M. Rief; Town Clerk, Wendy S. Morton, MMC

Absent: 0

Guest: 5

Staff: Director of Planning, Inspections and Safety, Nathan Rhue
Finance Director, Leslie Maroules
Public Works Director, Tyrone Morgan

Sherriff Officer: Jerry Davis

ITEMS 1, 2, 3: CALL TO ORDER, PRAYER, WELCOME

Mayor Woodard H. Gurley called the meeting to order and asked Mayor Pro-Tem Wooten to open the meeting with prayer. Mayor Gurley then gave a warm welcome to everyone.

Mayor Gurley turned the meeting over to Manager Craft.

ITEM 4: PUBLIC HEARING

There are two (2) Public Hearings scheduled for this evening.

ITEM 4A: PRESENTATION OF RECOMMENDED FY 18-19 BUDGET & PUBLIC HEARING

Manager Craft stated he had sent Council a breakdown of the budget and asked if Council would like for him to go over it or if they have any questions.

Mayor Gurley opened the Public Hearing.

Mayor Pro-Tem Wooten made a motion to approve the FY 18-19 Budget and was seconded by Council Member Harrison. Motion carried unanimously. Copy of Ordinance No. 2018-06-01 is hereto attached.

ITEM 4B: ADOPTION OF THE LENOIR COUNTY COMPREHENSIVE TRANSPORTATION PLAN

Chris York with the Eastern Carolina Rural Planning Organization presented to Council a Comprehensive Transportation Plan. This plan is for Lenoir County and its municipalities for the next thirty years. The County, Towns and Department of Transportation are directed by NCGS 136-66.2 to reach agreement for the highway, transit, rail, bicycle and pedestrian system that will serve present and anticipated growth in and around the County.

Motion was made by Council Member Gladney to approve adopting the Comprehensive Transportation Plan for Lenoir County, Towns and Department of Transportation in North Carolina and seconded by Council Member Gray. Motion carried 6-0. Copy of Resolution No. 2018-06-435 is hereto attached.

ITEM 5: BOARD OF ADJUSTMENTS

None

ITEM 6: PUBLIC COMMENT

The Town Council has established a Public Comment Period, during which the public has a designated time period during the Town Council's Regular Council meeting of each month to address the Council regarding items not included on the printed agenda. All comments are subject to the "Public Comment Policy". The Council allotted time for up to five (5) citizens to address the council for up to 3 minutes each. Citizens are required to sign in with the Town Clerk between 5:45 and 6:00 on the night of the Council's regularly scheduled meeting. A response from the Council or Town staff is not required during the meeting.

ITEM 7: APPROVAL OF THE AGENDA

Manager Craft recommends approval of the agenda with the following deletion of Agenda Item 12: Closed Session, as it will not be necessary.

Motion was made by Council Member Harrison to approve the agenda with the deletion of Agenda Item 12 and seconded by Council Member Gray. Motion carried unanimously.

ITEM 8: APPROVAL OF CONSENT AGENDA

Manager Craft recommended approval of the consent agenda as submitted:

- A. Approval of the Minutes

1. Regular Session Minutes; April 09, 2018

Motion was made by Council Member Gladney to approve the Consent Agenda of the Regular Session Minutes for April 09, 2018 and seconded by Council Member Holmes. Motion carried unanimously.

ITEM 9A: DECLARE VACANT LOTS OWNED BY THE TOWN AS SURPLUS PROPERTY

Manager Craft stated the Town has acquired 7 parcels over the years that he is recommending be declared as surplus property and disposed of. These properties were either purchased, donated, or acquired through the foreclosure process.

The Town Manager has evaluated the properties and believes that they no longer serve a public purpose, and should be sold.

Town Council should evaluate the Town Manager's recommendation, and determine if the following properties should be sold or retained.

| Address | Parcel # |
|----------------------------|----------|
| - 101 Jones Street | 17296 |
| - 103 Jones Street | 16251 |
| - 503 W. King Street | 15953 |
| - 409 W. Railroad Street | 15240 |
| - 411 W. Railroad Street | 15241 |
| - 211 W. Washington Street | 15813 |
| - 313 S. Caswell Street | 15109 |

Town Manager recommends that the Town Council approve the Resolution Declaring Surplus Real Property which would direct the Town Manager and Town Attorney to sale all seven (7) properties by negotiated offer, advertisement, and upset bids.

Mayor Gurley requested a motion to approve the resolution declaring surplus real property, directing the Town Manager and Town Attorney to sale all seven (7) properties by negotiated offer, advertisement, and upset bids.

Motion was made by Council Member Harrison to approve the Resolution Declaring Surplus Real Property, directing the Town Manager and Town Attorney to sale all seven (7) properties by negotiated offer, advertisement, and upset bids and seconded by Mayor Pro-Tem Wooten. Motion carried unanimously. Resolution No. 2018-06-436 is hereto attached.

ITEM 10A: UPDATE ON NEW WELL & WASTEWATER COLLECTIONS SYSTEM IMPROVEMENTS PROJECTS

Manager Craft updated Council on the well project and wastewater collections system improvement which involves two (2) new wells and eliminates the above ground storage tanks. The application needs to be in before July 4th and the USDA reallocation by August 3rd.

ITEM 10B: UPDATE ON THE LENOIR COUNTY 800 MHZ RADIO SYSTEM

Manager Craft updated Council Members on County's future plans to alter the 800 Mhz Radio System and to install repeater equipment. Test are being done to determine the best area for this equipment.

ITEM 11: FINANCIAL REPORT

At the Manager's request, the Financial Director has included Year to Date Budget information to the Council in an effort to keep the Council informed as to the status of the Town's finances. This information will be provided monthly with no formal presentation. The Manager and Finance Director will answer any questions that the council has regarding the information provided.

ITEM 12: CLOSED SESSION

None

ITEM 13: COUNCIL MEMBER COMMENTS AND CONCERNS

During the August 5, 2013 Council Meeting, the Council directed the Manager to include an opportunity for Council Members to make comments or express concerns on items not on the Agenda at the end of each Council Meeting. As directed, Council Members will be recognized and provided an opportunity to speak about issues or items not included on the Agenda.

There is no meeting scheduled for July 2018.

With no further business, Motion was made by Mayor Pro-Tem Wooten and seconded by Council Member Harrison to adjourn the meeting at 7:03 pm.

Wendy S. Morton, MMC, Town Clerk

Mayor, Woodard H. Gurley



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 8B

APPROVAL OF ORDINANCE AMENDING THE FY17-18 BUDGET ORDINANCE

Attached for your consideration and approval is an Ordinance Amending the FY17-18 Budget to reflect actual expenditures and revenues that have been realized to date.

RECOMMENDATION: Approval of Ordinance Amending the FY17-18 Budget Ordinance as submitted as part of the Consent Agenda.



TOWN OF LA GRANGE

203 South Center Street
 La Grange, NC 28551
 Office (252) 566-3186 • Fax (252) 566-2201

ORDINANCE (2018)

AN ORDINANCE AMENDING THE FY 2017/2018 BUDGET ORDINANCE

BE IT ORDAINED by the Town of La Grange, North Carolina, that the budget ordinance for the fiscal year 2017/2018 is amended as follows:

GENERAL FUND:

| <u>APPROPRIATIONS:</u> | DESCRIPTION | PREVIOUS | INCREASE (DECREASE) | AMENDED |
|------------------------|---------------------------------------|----------|------------------------|----------|
| | COMMUNITY CENTER | | | |
| | DEBT SERVICE 10-6200-7006 | \$48,500 | (\$13,000) | \$35,500 |
| | SANITATION | | | |
| | LEASE PAYMENT – TRUCK 10-5800-7022 | \$67,835 | \$6,000 | \$73,835 |
| | CEMETERIES | | | |
| | MISCELLANEOUS EXPENSE 10-6400-5700 | \$2,000 | (\$400) | \$1,600 |
| | COUNCIL ON AGING | | | |
| | UTILITIES 10-6900-1300 | \$2,800 | \$400 | \$3,200 |

ELECTRIC FUND:

| <u>REVENUES:</u> | DESCRIPTION | PREVIOUS | (INCREASE) DECREASE | AMENDED |
|------------------|-------------------------------------|----------|------------------------|-------------|
| | ELECTRIC FUND | | | |
| | SB&T LEASE PROCEEDS 40-3100-3501 | \$0 | (\$187,187) | (\$187,187) |

| <u>APPROPRIATIONS:</u> | DESCRIPTION | PREVIOUS | INCREASE (DECREASE) | AMENDED |
|------------------------|---|----------|------------------------|-----------|
| | ELECTRIC DEPARTMENT EQUIPMENT PURCHASE 40-8500-7020 | \$0 | \$187,187 | \$187,187 |

Adopted by the Town Council in regular session, Monday August 6, 2018 upon the motion of Council Member _____ and second of Council Member _____.

Woodard H. Gurley, Mayor

ATTEST:

Wendy S. Morton, Town Clerk



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 8C

APPROVAL OF RESOLUTION ACCEPTING NC STATE REVOLVING LOAN AND STATE GRANT, AND DESIGNATION OF AUTHORIZED AGENT

Included as an attachments are several documents pertaining to the Town's Offer & Acceptance of the NC State Clean Water Revolving Fun Loan and Grant totaling \$202,450 to fund the 2016 Application for improvements to the Town's wastewater collections system to help reduce infiltration and inflow.

Also included in the agenda if a Resolution Accepting the NC State Revolving Loan and State Grant and designating John P. Craft, Town Manager as the Town's Authorized Agent.

The Town Manager recommends that the Town Council approve the Resolution as submitted as part of the Consent Agenda.

| |
|---|
| <p><u>RECOMMENDATION:</u> Approval of Resolution Accepting NC State Revolving Fund Loan and State Grant, and designation of John P. Craft, Town Manager as Authorized Agent.</p> |
|---|



TOWN OF LA GRANGE

203 South Center Street
La Grange, NC 28551
Office (252) 566-3186 • Fax (252) 566-2201

RESOLUTION BY GOVENING BODY OF APPLICANT

WHEREAS, the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a 50% State Revolving Loan and 50% State Grant in the amount of \$202,450 for the construction and/or repair of a portion of the wastewater collection system, and

WHEREAS, the Town of La Grange intends to construct said project in accordance with approved plans and specifications, and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LA GRANGE, NORTH CAROLINA:

That the Town of La Grange does hereby accept the State Revolving Loan and State Grant offer totalling \$202,450.

That the Town of La Grange does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan and grant offer, Section II – Assurances will be adhered to.

That John P. Craft, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State Agency may request in connection with such application or project; to make the assurance as contained above; and to execute such other documents as may be required in connection with the application.

That the Town of La Grange has substantially compiled or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 6th day of August 2018 in open session at the La Grange Town Hall Town Council Chambers located at 203 South Center St, La Grange, NC 28551 upon the motion of

Council Member _____ and second of Council Member
_____ .

Woodard H. Gurley, Mayor

ATTEST:

Wendy S. Morton, Town Clerk



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 8D

APPROVAL OF AMENDED AUDIT CONTRACT

Included as a separate attachment is a proposed amended audit contract with Carr, Riggs, Ingram to reflect the date that the audit was substantially completed. The Town Manager recommends approval of the amended audit contract.

RECOMMENDATION: Approval of amended audit contract as part of the Consent Agenda.



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 8E

APPROVAL OF RESOLUTION ACCEPTING THE TAX COLLECTOR'S ANNUAL SETTLEMENT OF PROPERTY TAXES FOR FISCAL YEAR 2017-2018

North Carolina General Statute 105-373 requires that the Tax Collector provide the Town Council with the Annual Settlement of Property Taxes for the Fiscal Year 2017-2018. The Town Council is required to accept the Settlement Report and declare unpaid personal property taxes to be insolvent.

Attached as a separate attachment is the required report from Lenoir County Tax Collector along with a Resolution accepting the Settlement Report and declaring unpaid personal property taxes to be insolvent for the Town Council's review.

The Town Manager and Finance Director recommend approval of the resolution and acceptance of the Tax Collectors Report as required by North Carolina General Statute 105-373.

| |
|--|
| <u>RECOMMENDATION:</u> Acceptance of the Tax Collectors Annual Settlement of Taxes and Approval of attached Resolution. |
|--|



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 9A

PRESENTATION OF ANNUAL FY16-17 AUDIT

Dean Horne with Carr, Riggs, Ingram will formally present the FY16-17 Audit.

RECOMMENDATION: Acceptance of the formal presentation of the FY16-17 Audit.



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 9B

DISCUSSION RELATED TO FUTURE LOCATION OF BASKETBALL COURTS

The Town Manager will seek guidance from the Council regarding a permanent location to relocate basketball courts in the future.

RECOMMENDATION: Discuss location for basketball courts.



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 10A

UPDATE ON WELL & WASTEWATER COLLECTION SYSTEM PROJECT

The Town Manager will update the Town Council on the progress on the two new wells and the wastewater collections system project approved by the Town Council.

RECOMMENDATION: No Action Required – Informational Item only.



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 10B

DISCUSSION REGARDING THE LENOIR COUNTY 800 MHZ RADIO SYSTEM

The Town Manager will update the Town Council on the County's future plans to alter the 800 Mhz Radio System and to install repeater equipment in Jones County originally promised to La Grange.

RECOMMENDATION: No recommended action at this time.



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 12

FINANCIAL REPORT – YEAR TO DATE

As a matter of information, Town Staff is including a monthly financial report for the Town providing year to date information for the budget in an effort to keep the Council informed of the Budget on an ongoing basis. No formal report is planned, but staff will answer the Council's questions, should there be any.

RECOMMENDATION: No Action is Required - Informational Item Only.

Period Start Date 7/1/2017
 Period End Date 5/31/2018

EXPENDITURES

| Fund 10 | Appropriated Amount | Exp. YTD | % Expended |
|---------------------|---------------------|---------------|------------|
| General Government | \$ 86,702.00 | \$ 57,983.74 | 66.88% |
| Administration | \$ 92,506.00 | \$ 63,243.60 | 68.37% |
| Building Inspection | \$ 49,861.00 | \$ 38,369.21 | 76.95% |
| Police | \$ 572,766.00 | \$ 561,308.33 | 98.00% |
| Fire | \$ 40,650.00 | \$ 37,262.50 | 91.67% |
| Street | \$ 300,728.00 | \$ 235,843.01 | 78.42% |
| Powell Bill | \$ 91,525.00 | \$ 66,474.55 | 72.63% |
| Sanitation | \$ 235,927.00 | \$ 221,959.77 | 94.08% |
| Recreation | \$ 156,982.00 | \$ 115,184.64 | 73.37% |
| Cemetery | \$ 64,603.00 | \$ 56,261.99 | 87.09% |
| Library | \$ 17,300.00 | \$ 12,303.39 | 71.12% |
| Council on Aging | \$ 2,850.00 | \$ 2,909.84 | 102.10% |
| Scout Facility | \$ 2,650.00 | \$ 1,293.04 | 48.79% |

| Fund 30 | Appropriated Amount | Exp. YTD | % Expended |
|------------------------|---------------------|---------------|------------|
| Water Department | \$ 245,749.00 | \$ 192,059.29 | 78.15% |
| Water Supply | \$ 601,712.00 | \$ 535,353.73 | 88.97% |
| Sewer Department | \$ 386,392.00 | \$ 348,989.45 | 90.32% |
| Waste Water Collection | \$ 273,500.00 | \$ 207,264.90 | 75.78% |

| Fund 40 | Appropriated Amount | Exp. YTD | % Expended |
|---------------------|---------------------|-----------------|------------|
| Electric Department | \$ 3,565,915.00 | \$ 3,156,030.79 | 88.51% |

REVENUES

| Fund 10 | Appropriated Amount | YTD Rev.'s | % Collected |
|--------------|---------------------|-----------------|-------------|
| General Fund | \$ 1,715,450.00 | \$ 1,650,337.10 | 96.20% |

| Fund 30 | Appropriated Amount | YTD Rev.'s | % Collected |
|--------------------|---------------------|-----------------|-------------|
| Water & Sewer Fund | \$ 1,507,353.00 | \$ 1,230,097.43 | 81.61% |

| Fund 40 | Appropriated Amount | YTD Rev.'s | % Collected |
|---------------|---------------------|-----------------|-------------|
| Electric Fund | \$ 3,565,915.00 | \$ 3,354,325.79 | 94.07% |



LA GRANGE TOWN COUNCIL AGENDA

ITEM # 13

CLOSED SESSION

If deemed necessary, a closed session pursuant to N.C.G.S. § 143-318.11 (a) (3) (4) (6) for discussions related to expansion of an existing Business, personnel related matter, and other matters to preserve Attorney-Client Privilege.