

**REGULAR MEETING OF TOWN COUNCIL**

**AGENDA**

**January 17, 2013**

**RULES FOR PERSONS ADDRESSING COUNCIL**

1. Each speaker will identify himself or herself by giving his or her name and place of residence.
2. Each speaker will be limited to speaking one time on any topic. When you are finished speaking, please step away from the podium and be seated.
3. Each speaker will be limited to three (3) minutes and each group's representative will be limited to a maximum of ten (10) total minutes. Each group is encouraged to designate a single spokesperson for their group.
4. Each speaker will confine himself or herself to the general question before the Council and avoid irrelevant comments.

**WORK SESSION**

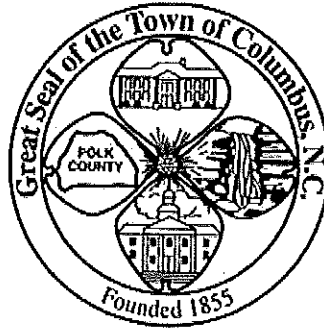
**(6:00 p.m.)**

The work session is in order to allow Council members time to ask questions to staff regarding specific agenda items or reports. An effort will be made to address each agenda item in full during the work session, but no official Council votes or decisions will be made during this time.

**BUSINESS MEETING**

**(7:00 p.m.)**

1. Invocation
2. Pledge of Allegiance
3. Public Comments
4. Approve Regular Agenda
5. **Consent Agenda** *(All matters listed are considered to be routine and non-controversial by Town Council and will be enacted by one motion. There will be no separate discussion unless a Council member so requests, in which case the item will be removed from the Consent Agenda and will be considered separately.):*
  5. Approve December 20, 2012 Regular Meeting Minutes (5)
  - 5a. Resolution to Update Town Record Retention Schedule (5a)
  - 5b. Recognition of Town Employee James Smith's Recognition as 2012 Polk Rescue Squadman of the Year (5b)
6. Veterans Day Parade Request -- Mr. Frank Ortiz & Mr. Otis Livingston, Jr. (6)
7. St. Luke's Hospital/Town of Columbus Police Department Partnership (7)
8. Key Box Access/Entry Discussion -- Chief Bobby Arledge, CFD (8)
9. Columbus WWTP Upgrades -- Construction and Bid Update (9)
10. Acknowledgement of Annexation Petition for Contiguous Property from ALF-FLCG (10)
11. Swearing-In of Town Clerk Devon LaFromboise (11)
12. Reports
  12. Council Reports
  - 12a. Town Manager Report (12a)
  - 12b. Public Works Report (12b)
  - 12c. Police Chief Report, Fire Department Report, ABC Board (12c)
13. Adjournment



MEMORANDUM FOR TOWN COUNCIL MEETING  
JANUARY 17, 2013

To: Mayor & Town Council  
From: Jonathan Kanipe, Town Manager  
Re: Consent Agenda Items  
Date: January 10, 2013

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Background

There are three items on the consent agenda for the January meeting. The first is approval of the regular minutes from December 20, 2012. If you have questions or changes for these minutes prior to the meeting, please let Devon know so she can make those adjustments ahead of time.

The second item is a resolution by the Council adopting the Town's new record retention policy. In many respects, this is *pro forma*, as this is the State's record retention policy and the Town needs to follow these guidelines. The State just adopted these new provisions in September 2012. Devon is currently getting caught up to speed on the new schedules, and will maintain the Town's records in accordance with this policy. The policy is exceptionally large and would require a significant amount of paper to print -- therefore, we would ask that if you would like to review the retention schedule please either visit the website for more information at this address ([http://www.records.ncdcr.gov/local/municipal\\_FINAL\\_20120912.pdf](http://www.records.ncdcr.gov/local/municipal_FINAL_20120912.pdf)) or look through the copy in Town Hall.

The third and final item is recognition of Town public works employee James Smith. James was recently recognized by the Polk Rescue Squad as their Squadman of the Year for 2012. Polk Rescue Squad Captain Robbie Price will be present at the meeting to congratulate James on his award and help the Town celebrate his dedication and service to the citizens of Polk County.

Town of Columbus  
Minutes of Regular Meeting  
December 20, 2012

Mayor McIntyre called the work session to order at 6:00 pm. In attendance were Councilmen McCallister and Hall, Councilwomen Metcalf and Kan, Attorney Bailey Nager, Town Manager Jonathan Kanipe, Public Works Director Robert Rosseter, Chief of Police Chris Beddingfield, Assistant Finance Director, Kathy Gregory and Town Clerk Donna Butler.

**Work Session 6:00 p.m.**

Ms. Gregory gave a brief overview of the audit stating the unreserved fund balance is 53.92%, an increase of \$9,000 from last year. Total revenues increased by \$11,000. Outstanding debt decreased from \$175,000 to \$154,000. We had a restatement by our new auditors (Carland & Andersen) of our net assets related to debt for joint water line.

Council briefly discussed Family Care Homes and decided to take separate votes on definitions of "Family Care Homes" and "Group Care Facilities", and the ½ mile separation radius.

Personnel policy was discussed by Council. Ms. Kan asked if the town still gave comp time. It was explained that employees must be given comp time or overtime and at the end of the year anything over 200 hours rolls over into sick time.

**Agenda Approval:**

Since there were so many citizens present for the public hearing, all zoning business was moved to the first item on the agenda.

Ms. Kan moved to approve agenda with changes noted, Councilman McCallister seconded, motion carried.

Councilman McCallister made a motion to approve the consent agenda with changes noted, Councilwoman Metcalf seconded, motion carried.

**Regular Meeting 7:00 p.m.**

**Public Hearing ZTA-01-2012**

Becky Kennedy of Holly Hill said no one in the neighborhood is against group homes, but they don't want an influx in the neighborhood. She asked Council to vote for the ½ miles radius between homes.

Linda Stevenson of Poppy Slopes agreed, and said her concern was traffic. She also said the county can take care of many more group homes, and that Holly Hills is just too small.

Virgil Stucker, CEO of CooperRiis gave a monologue on the benefit of group homes, distributed a map to Council of a ½ miles radius, and asked Council to consider a 600 foot separation.

Kathy Romich, Synergy in Action, said they were not trying to take over the community, but trying to integrate its' residents. She felt that a ½ mile radius was too restricting.

Reverend Larry Romich, a minister in Tryon who serves the group home residents, informed Council that the ½ mile radius was too restricting and that the same situation as the shootings in Connecticut could happen here in Columbus.

Jim Dorsett of Holly Hills said he did not appreciate the pastor playing on Connecticut.

Sara Cross of Holly Hills said 600 feet is way too close.

Julie Grigg, professional in charge of the Holly Hill group home, addressed the parking issue. She said they have a quarterly staff meeting where several cars are parked for an hour, but generally there are only two cars parked in front of the house.

The public hearing was then closed.

**Consideration of ZTA-01-12:**

Councilman McCallister made a motion to approve amendments to the zoning ordinance, section 154.005, definitions as amended and restated and to change section 2a, permitted use table, Councilwoman Metcalf seconded, motion carried.

Council discussed pros and cons of the ½ mile limit. The majority of the Council felt that they were elected by the citizens and should abide by their wishes, as well as the recommendation from the Planning Board. Ms. Kan still had concerns about the ½ mile limit especially after looking at the map distributed by Virgil Stucker.

Councilman McCallister made a motion to add 154.115 to zoning the amendment which states “No family care home may be located within one-half (1/2) mile of any other family care home”. Councilwoman Metcalf seconded, Councilwoman Kan opposed, all others voted aye, motion carried.

**Audit Presentation:**

Terry Andersen of Carland & Andersen informed Council that the Town is in good financial condition. Both the general and the enterprise fund are strong. There were no overages in spending. Tax collection rates are excellent. The Town is in full compliance, and he had no significant recommendations, other than a reminder to keep duties segregated. They also performed an audit for the ABC Board. The Board made no profits for the year, but still made a \$4,000 distribution to the Town. The State mandated that they prepare a budget and it was found that there were several budget overages.

**WWTP Plant Upgrades:**

Manager Kanipe reported that bids were opened on December 6<sup>th</sup> and all bids came in over budget. The lowest bidder was Buchanon and Sons. He and Bryan Tripp will negotiate with the lowest bidder on the project and report to Council next month. He assured Council that there were items which could be removed from the plans and still have an efficient wastewater treatment plant.

**Personnel Policy:**

Manager Kanipe said there were some changes in benefits for employees. The only employees who can receive benefits are those who are scheduled to work a forty-hour week. Part time employees, with the exception of Kathy Gregory, are not eligible for benefits.

Councilwoman Metcalf made a motion to approve amendments to the personnel policy, Councilman McCallister seconded, motion carried.

**Recognition of Retiring Town Clerk:**

Mayor McIntyre presented Donna Butler with a plaque honoring her for thirteen years of service. Council thanked Donna for all of her hard work over the years and said she would be missed.

**Council Reports:**

Ms. Kan reported that there were 15 letters in Santa's mailbox. She also asked Council to look into allowing chickens in the Town.

**Managers Report:**

Manager Kanipe reported that the Crown Victoria used by the Police Dept. was sold on GovDeals for \$1881. Trees have not been purchased to plant around the courthouse yet, because of the difficulty locating hardy trees. He reported that he planned to check with the commissioners for their recommendations on planting shrubs, and whether they want trees planted directly in front of the courthouse.

**Police Report:**

Chief Beddingfield reported that Lieutenant Stott worked with the Dept. of State on an identity theft. He said John Blake, alias Douglas Scott Baker is facing charges in Florida.

A stolen Freightliner flat bed truck was recovered on December 12<sup>th</sup>.

A grant in the amount of \$15,000 was used to purchase a graphics package for a trailer for traffic checkpoint equipment.

**ABC, Public Works & Fire Department:**

All written reports were noted.

There being no further business, Councilman McCallister made a motion to adjourn, Councilwoman Metcalf seconded, motion carried. Meeting was adjourned at 9:30 p.m.

Attest:

\_\_\_\_\_  
Donna Butler, Town Clerk

\_\_\_\_\_  
Eric McIntyre, Mayor

**A Resolution of the Columbus Town Council  
Municipal Records Retention and Disposition Schedule**

**WHEREAS**, "Public Record" means any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data-processing record, artifact, or other documentary material, despite physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions; and

**WHEREAS**, without a retention program, public records can accumulate, causing the need for additional storage space; and

**WHEREAS**, without a schedule for disposal, valuable documents can be mistakenly discarded; and

**WHEREAS**, the Municipal Records Retention and Disposition Schedule is endorsed by the Division of Archives and History and the Department of Cultural Resources; and

**WHEREAS**, the Municipal Records Retention and Disposition Schedule was last amended on September 10, 2012

**NOW, THEREFORE BE IT RESOLVED**, that the Columbus Town Council accepts the revised Municipal Records Retention and Disposition Schedule issued by the North Carolina Department of Cultural Resources, Division of Archives and History, dated September 10, 2012.

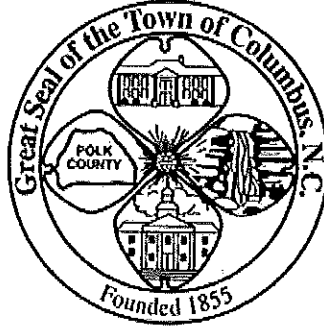
Adopted the 17 day of January, 2013.

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Town Clerk

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Mayor



MEMORANDUM FOR TOWN COUNCIL MEETING  
JANUARY 17, 2013

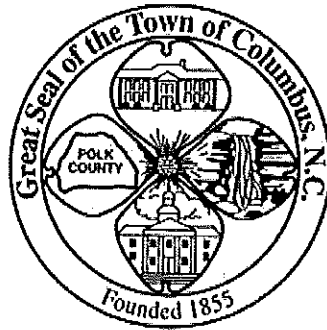
To: Mayor & Town Council  
From: Jonathan Kanipe, Town Manager  
Re: Veterans Day Parade Request -- Mr. Frank Ortiz and Mr. Otis Livingston, Jr.  
Date: January 9, 2013

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Background

During the past month, Mr. Frank Ortiz and Mr. Otis Livingston, Jr. (representing several different veterans groups from the area) approached the Town about holding a Veterans Day parade on Mills Street in downtown Columbus. Mr. Ortiz and Mr. Livingston plan to attend next Thursday's Council meeting and present this idea to Council.

If you have any questions or need information regarding this issue or anything else associated, please let me know.



MEMORANDUM FOR TOWN COUNCIL MEETING  
JANUARY 17, 2013

To: Mayor & Town Council  
From: Jonathan Kanipe, Town Manager  
Re: St. Luke's Hospital/Columbus Police Department Partnership  
Date: January 9, 2013

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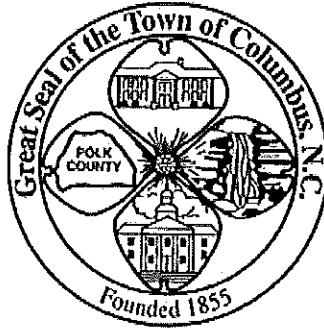
Background

Recently, staff from St. Luke's Hospital, approached Chief Beddingfield about the possibility of "hiring" two Columbus PD officers to work evening shifts (7p-7a) seven days per week. In the initial discussion, Town staff made clear that it was our belief that Council would consider this ONLY if it were a net-zero cost to the Town. In other words, the Town would not spend any tax payer funds to staff these positions at the hospital, and there would be no loss of "regular" service to our citizens by having officers removed from the street for this duty.

Mr. Ken Shull, President/CEO of St. Luke's Hospital, will be present at Thursday's meeting to assist staff in presenting this idea to Council. Certainly, if any decision was made to move forward with this partnership, an agreement would need to be in place between the two entities. This agreement would be developed over the next few months and would be approved by both the Council and St. Luke's Hospital Board before taking effect.

Please let me know if you have questions or concerns, or require further information, prior to Thursday's meeting.





MEMORANDUM FOR TOWN COUNCIL MEETING  
JANUARY 17, 2013

To: Mayor & Town Council  
From: Jonathan Kanipe, Town Manager  
Re: Key Box Access/Entry Discussion -- Chief Bobby Arledge, Columbus FD  
Date: January 9, 2013

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Background

Columbus Fire Chief Bobby Arledge spoke with me last week about the possibility of the Town requiring key box accesses on new commercial buildings. This request came as a result of the new State Employees' Credit Union building utilizing this feature. These keyboxes are used throughout the state, and are often required by building/zoning inspections offices, to ensure and improve accessibility to commercial buildings in the event of an emergency.

The typical *keybox* is a "secure, tamperproof device with a lock operable only by a fire department master key, and containing building entry keys that may be required for access in an emergency." Before utilization, a strict policy for maintaining and securing the master key would be in place and policies would be developed to ensure that no tampering would occur with these keys.

Chief Arledge will be present at Thursday's meeting to present this idea for discussion to Council and gather feedback regarding any potential questions or concerns you may have in regards to this idea. Two examples of draft policies and resolutions (City of Winston-Salem and City of Warrenton, NC) are included in your packet for your review prior to this discussion.



Subject: Key Box Requirements

Effective: October 8, 2012

Approved by:

A handwritten signature in black ink, appearing to read "Anthony R. Lammie".

Reviewed: October 8, 2012

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Subject: Key Box

Definition:

Keybox- A secure, tamperproof device with a lock operable only by a fire department master key, and containing building entry keys that may be required for access in an emergency. The Winston-Salem Fire Department utilizes the KNOX brand of key boxes and padlocks to maintain simplicity with the key box system.

Purpose: The purpose of this Operational Guideline is to provide the requirements for key boxes to ensure minimum damage and quick entry into commercial property during times of alarms and emergency conditions. Key boxes shall be required by the Winston-Salem Fire Department when one of the following conditions exists:

- All new construction
- Major up-fits and renovations
- Commercial properties with a 30-minute or longer response time for key holder to respond to the property
- All fenced-in or gated property that is secured

I. Procedures for Requiring and/or Suggesting a Key Box

- A. Plan review personnel shall require a key box for all newly constructed buildings.
- B. Plan review personnel shall require a key box for all major up-fits and renovations.
- C. Key holders with a 30-minute or greater response time shall be required to install a key box. Fire department personnel shall document this requirement on an inspection form, give a copy to the personnel with the business, and refer the inspection to the district inspector in fire prevention.
- D. Properties that are secured by a fence shall be required to have a key box or padlock



that is opened by a fire department master key.

## II. Procedures for Property Owners to Obtain and Maintain a Key Box or Padlock

- A. All purchases of key boxes must be approved. Order forms can only be obtained through the fire prevention bureau.
- B. Property owners that are required to install a key box or padlock shall be referred to fire prevention for further information and to obtain the proper order forms. Key Boxes cannot be ordered online.
- C. All order forms must be signed by the Fire Chief, Fire Marshal or the Deputy Fire Marshal.
- D. The property owner is required to immediately notify the fire department when a lock has been changed or re-keyed. A new key is required to be provided so it can be secured in the Key Box. Keys locked in the box should be checked and verified during the annual fire inspection to ensure the keys work on the entrance doors, mechanical closets, riser/fire pump rooms, etc.
- E. When a new Key Box is installed, an email must be sent to Plan Review so the address can be added to the list of installed Knox Boxes in the city.
- F. Keys that shall be locked in the key box include: Any master keys, keys that work on entrance doors, any mechanical or electrical rooms, riser/fire pump rooms, elevator keys, or any other rooms that contain or operate life safety and/or suppression equipment.

## III. Key Security

Security of the master key is vital to the integrity of the program.

- A. Fire department master keys shall be maintained in a secure location in emergency response vehicles, fire prevention and fire administration vehicles. This shall be accomplished by securing the master key in the Key Secure box located in each vehicle.
- B. Suppression personnel shall do a visual check for the key at the beginning of each shift when the apparatus is checked off and document this information. Fire administration and fire prevention personnel shall do a visual check of the key weekly and/or when the vehicle returns to service after receiving maintenance.
- C. When a key is lost or not located during the check off procedures, it shall be reported immediately to your supervisor and through the chain-of-command to the Fire Chief and follow up with a memorandum.

# DRAFT FOR DISCUSSION ONLY

## AN ORDINANCE AMENDING CHAPTER 9 REQUIRING STRUCTURES TO HAVE A KEY LOCK BOX INSTALLED ON THE EXTERIOR OF THE STRUCTURE FOR FIRE SAFETY PURPOSE

WHEREAS, the Mayor and Commissioners have determined that the health, safety, and welfare of the citizens of the Town of Warrenton are promoted by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the Warrenton Rural Vol. Fire Department in gaining access to the structure when responding to calls for emergency service; and

WHEREAS, the key lock box system is adopted nationally and will operate on a master key basis that will expedite entry into a structure during an emergency; and

WHEREAS, the key lock box system will eliminate forced entries into structures thereby avoiding costly and time-consuming efforts in gaining access to locked structures during an emergency, and

WHEREAS, the Town of Warrenton is authorized to pass this Ordinance pursuant to its police power and its home rule power.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COMMISSIONERS OF THE TOWN OF WARRENTON, NORTH CAROLINA AS FOLLOWS:

SECTION 1: The Code of Ordinance of the Town of Warrenton is hereby amended with the addition of the following provisions as Section 91.10:

Sec. 91.10: KEY LOCK BOX SYSTEM:

- A. The following structures shall be equipped with a key lock box at or near the main entrance or such other location required by the fire chief:
  - 1) Commercial or industrial structures protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency;
  - 2) Multi-family residential structures that have restricted access through locked doors and have a common corridor for access to the living units;
  - 3) Governmental structures and nursing care facilities;
  - 4) Any building or facility containing a quantity of hazardous materials which would require compliance with Title III of SARA (Superfund Amendment Reauthorization Act).
- B. All newly constructed structures subject to this section shall have the key lock box installed and operational prior to the issuance of an occupancy permit. All structures in existence on the effective date of this section and subject to this section shall have one year

from the effective date of this section to have a key lock box installed and operational.

- C. The fire chief shall designate the type of key lock box system to be implemented within the town and Extra Territorial Jurisdiction (ETJ) and shall have the authority to require all structures to use the designated system. Knox-Box Rapid Entry System is so designated and currently in use.
- D. The owner or operator of a structure required to have a key lock box shall, at all times, keep a key(s) in the lock box that will allow for access to the structure and all interior secure areas.
- E. The fire chief shall be authorized to implement rules and regulations for the use of the lock box system.
- F. Any persons who own or operate a structure subject to this section shall be subject to the penalties set forth in section 10.99 of this code for any violation of this section, provided that the minimum fine for a conviction for a violation of this section shall be \$100.

Section 2: This Ordinance shall take effect immediately upon its passage.

Adopted this   1st   of   July  , 2011   .

*Walter M. Gardner, Jr.*

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Walter M. Gardner, Jr., Mayor

ATTEST:

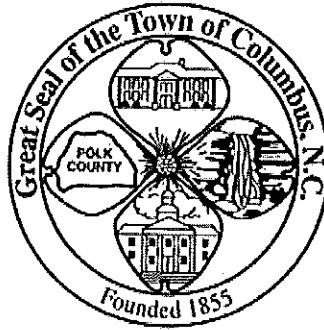
*Jeffrey Parrott*

\_\_\_\_\_  
Town Administrator/Clerk

Approved for Content

*Mitch Styers*

\_\_\_\_\_  
Town Attorney



MEMORANDUM FOR TOWN COUNCIL MEETING  
JANUARY 17, 2013

To: Mayor & Town Council  
From: Jonathan Kanipe, Town Manager  
Re: Columbus WWTP Bid Update  
Date: January 9, 2013

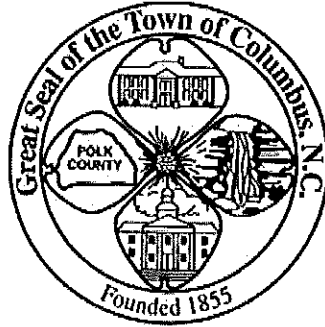
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Background

As of this writing (January 9), the Town and Engineer are still awaiting feedback from the contractor regarding price adjustments to their estimate. The contractor experienced a difficult time getting feedback from sub-contractors due to the holidays, but expected to have information for the Town by the end of this week regarding revised pricing.

NC DENR must still approve any changes, even if the pricing is at a point we find acceptable, so we are likely several weeks away from getting the contract award finalized. Further information should be provided within the intervening six days, and staff will present that to Council via email and via hard copy at the Council meeting next Thursday.

Please let me know if you have any questions.



MEMORANDUM FOR TOWN COUNCIL MEETING  
JANUARY 17, 2013

To: Mayor & Town Council  
From: Jonathan Kanipe, Town Manager  
Re: Acknowledgement of Annexation Petition from ALF-FCLG  
for Additional Contiguous Acreage  
Date: January 10, 2013

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Background

The Town recently received a request for annexation from ALF-FCLG (owners of the Foster Creek development) in regards to annexing 2.66+/- acres contiguous to the property. The Town is in receipt of this petition, and Council must acknowledge this petition at the regular Council meeting. The petition is attached for your review.

During the succeeding months, staff will investigate the sufficiency of the petition and compile more information for Council to use in making their decision. Per an initial request, staff did confirm that this is the former Stagg property upon which ALF-FCLG has had an option for some time. Staff is currently investigating how this proposed annexation would be reflected in the Adopted Master Plan and Development Agreement for the property, as well as its impact on the approved Special Use Permit for the property.

Please let me or other Staff know if you have any further questions in the intervening month. The Town Clerk will investigate the sufficiency of the petition, and next month Council will need to consider setting a date for a public hearing.

**PETITION REQUESTING ANNEXATION**

Date: January 10, 2013

To the Columbus Town Council of the Town of Columbus:

1. The undersigned owner of real property respectfully requests that the area described in Paragraph 2 below be annexed to the Town of Columbus.
2. The area to be annexed is contiguous to the Town of Columbus and the boundaries of such territory are as follows:

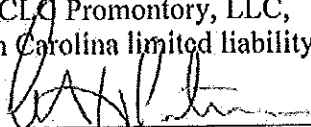
(See attached metes and bounds legal description)

3. The property owner acknowledges that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. Property owner further acknowledges that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

<u>Name</u>	<u>Address</u>	<u>Do you declare Vested rights? (Indicate yes or no)</u>
1. ALF FCLG Promontory, LLC	c/o American Land Fund 1001 Chestnut Street Suite 101 Philadelphia, PA 19107	No

Signature

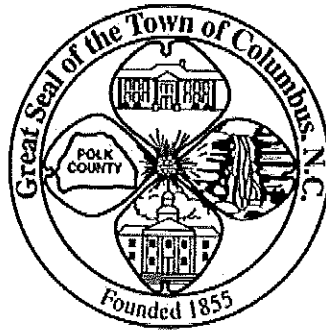
ALF FCLG Promontory, LLC,  
a North Carolina limited liability company

By:   
Name: ALAN H. PETERSON  
Title: ATTORNEY



BEING all that certain tract or parcel of land located in Columbus County, North Carolina and being more particularly described as follows:

BEGINNING at a found 1/2 inch rebar, said rebar being the southernmost corner of Tract 5 and the northwest corner of Tract 3 of the Lillian Rickman Subdivision as shown on plat of survey recorded in Map Card File B, Page 146, Polk County Registry, and located in the property line of the now or formerly J. Lawrence Thompson and wife, Dorothy M. Thompson property described in Deed Book 191, Page 1004, Polk County Registry, and running thence with the property line of said Thompson property North 39 degrees 08 minutes 08 seconds West 332.77 feet to a found 5/8 inch rebar, a corner with the now or formerly AZJ-Promontory, LLC property described in Deed Book 338, Page 756, Polk County Registry; thence with the property line of the said AZJ-Promontory, LLC property North 45 degrees 58 minutes 11 seconds East 306.22 feet to a found 1/2 inch rebar, a corner with the property of the now or formerly ALF FCLG Promontory, LLC property described in Deed Book 361, Page 111, Polk County Registry; thence with the property line of said ALF FCLG Promontory, LLC property and with other property of the now or formerly ALF FCLG Promontory, LLC property described in Deed Book 361, Page 115, Polk County Registry, two (2) calls as follows: (1) South 40 degrees 23 minutes 16 seconds East 415.43 feet (passing through a found 1/2 inch rebar at 187.04 feet) to a found iron pipe; and (2) South 61 degrees 02 minutes 51 seconds West 319.21 feet (passing through a found 1/2 inch rebar at 172.71 feet) to the point and place of BEGINNING; containing 2.66 acres, as shown on that certain plat of survey entitled "Boundary Survey for: Amanda Jean Rickman, Tax Parcel #P-71-86, Columbus Township, Polk County, North Carolina" dated December 9, 2009, prepared by Tyrone D. Cantrell, Professional Land Surveyor, of True North Surveying & Mapping, and being Tract 5 of the Lillian Rickman Subdivision as shown on plat recorded in Map Card File B, Page 146, Polk County Registry.



MEMORANDUM FOR TOWN COUNCIL MEETING  
JANUARY 17, 2013

To: Mayor & Town Council  
From: Jonathan Kanipe, Town Manager  
Re: Swearing-in of Town Clerk, Devon LaFromboise  
Date: January 9, 2013

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Background

As you know, long-time Town Clerk Donna Butler retired from the Town effective December 31, 2012. Devon LaFromboise has served as the Town's Assistant Clerk for over 1 ½ years and has prepared extensively for taking over this position. Ms. LaFromboise has acted as the Clerk to the Planning Board and handled all minutes, reports, and meeting assignments for that Board. She has taken minutes for the Town Council the past several months, and learned from Mrs. Butler the intricacies of day-to-day duties required of the Town Clerk.

Ms. LaFromboise will be sworn in as Town Clerk and assume the duties of Town Clerk effective immediately.

2013 Town Manager's Report  
*Prepared for Columbus Town Council*  
*Thursday, January 17, 2013*

1. **Handmade in America Program:** The Town officially submitted our application to the Handmade in America program on January 4. As you recall, the Town was awarded a \$10,000.00 grant from the Polk County Community Foundation to pursue a partnership with Handmade in America. This grant funding would support the Community Assessment for the Handmade in America project. The Town should receive word from Handmade in the very near future regarding our application status.
  
2. **NEA Grant:** In association with Handmade, the Town recently wrote a “partner” letter indicating our participation with Handmade for a portion of a National Endowment for the Arts (NEA) grant called the “Our Town” grant. This grant funds local art and culture projects, and would also be used to assist the Town’s programming with Handmade. This was not a grant for the Town, per se, but we are an active partner with Handmade in this application process.
  
3. **FY 2013-14 Budget Retreat:** It is, in fact, nearly that time again. Kathy and I are beginning to ramp up for budget preparation for FY13-14, and wanted to go ahead and offer a few possible weekend dates for our budget retreat. Typically, we hold this retreat sometime from early February through early March. This allows enough time for Kathy and I to prep a significant amount of information, as well as plan for the budget after receiving your thoughts and recommendations. Please review your calendars prior to the meeting to see whether February 23 or March 2 works for the budget workshop date for this year.
  
4. **Joint Meeting with Polk County, City of Saluda, and Town of Tryon:** The Town and all other local government entities in Polk County will meet on Tuesday, March 12<sup>th</sup> at 7:00 p.m. in Columbus Town Hall to engage in discussion on various issues. During the next month, please consider any issues you would like addressed, and let me know whether there are things you would like addressed or discussed at the meeting.
  
5. **NCCCMA Winter Conference:** I will be in RTP Wednesday, February 6 through Friday, February 8 attending the 2013 NC City/County Managers Winter Conference. This conference always offers a tremendous amount of useful information and knowledge that will be helpful with my work for the Town. As always, if you need me during these times, I am available by mobile phone or email.

## PUBLIC WORKS REPORT

DECEMBER 2012

DECEMBER WAS A SHORT MONTH GIVEN THE HOLIDAY AND EMPLOYEE TIME OFF. WEATHER DICTATES THE CHOICE OF TASKS ALSO. LEAF PICK UP AND DECORATIONS TAKES PRECEDENCE DURING THIS MONTH.

CHRISTMAS LIGHTS WERE PUT UP THIS YEAR USING THE NEW SERIES OF OUTLETS AT THE GAZEBO ON STEARNS PARK. THIS MADE SET UP AND LIGHT DISPLAY QUICKER AND SAFER. WE CAN ALSO EXPAND THE NUMBER OF DECORATIONS IN THE COMING YEARS.

COLLECTION SYSTEM AND WWTP ANNUAL REPORTS COMPLETED AND SENT TO NCDENR.

12/3 – 12/7

PUT UP XMAS LIGHTS AT STEARNS PARK AND AT TOWN HALL. PURCHASED 6 FOOT TREE FOR TOWN HALL. PURCHASED MULCH FOR FRONT OF TOWN HALL.

APAC FINISHING UP PAVING. ADDED WATER VALVE AND MANHOLE RISERS TO ACCOMMODATE PAVING.

YEARLY STATE VEHICLE INSPECTIONS DONE.

LOCATE AT HOSPICE. DUG UP WATER LINE SO THAT CABLE INSTALLATION CREW WOULD NOT HIT WATER LINE.

LEAF PICK UP ALONG MAIN ST. PREPPED COUNCIL FLOAT.

WWTP REHAB BID OPENING.

12/10- 12/24

SEWER BACK UP AT 168 WALKER ST.

REPAINTING PARKING LINES ALONG WALKER AND PENIEL INCLUDING TOWN HALL, COLUMBUS POLICE DEPT., WARD ST. AND NORTH PEAK ST. THE PARKING LINES PAINTED ALONG NORTH PEAK ST. MADE FOR 11 ADDITIONAL PARKING SPACES. THIS ADDITION SHOULD HELP WITH CONCERNS THE BUSINESSES HAD REGARDING PARKING.

DISCOVERED A WATER LEAK ON WALKER ST. SUPPLYING THE FEAGAN BUILDING. THE LEAK WAS UNDER A STATE ROAD AND THEREFORE REQUIRED CONTACTING CARL OWENBY WITH THE D.O.T. REGIONAL OFFICE. MR. OWENBY REQUIRED 2500 SQ FEET REMILLED AND REPLACED OVER THE PATCHED AREA OF WATER LEAK.

PUBLIC WORKS REPAIRED THE WATER LEAK ON 12/15 AND ASPHALT WAS REPAIRED THE FOLLOWING WEEK.

12/17 – 12/21

LEAF PICK UP

SEWER BACK UP ON EAST MILLER ST.

# **COLUMBUS POLICE DEPARTMENT**

## **Department Head Report**

January 17th 2013 Council Meeting

*Chris Beddingfield, Police Chief*

- Statistical Data
- News/Unusual calls
- G.H.S.P. Equipment Trailer Arrival
- Video Gambling Compliance
- New Permanent DMV Plates

# Columbus Police Department

## Monthly Activity Report

December 2012

### Calls Answered

Wrecks	2
Alarm Calls	29
Talk with an Officer	48
Domestic	3
Suspicious Vehicles	48
Suspicious Person	11
Assist Fire/EMS	12
Larceny	3
Stranded Motorists	10
Disturbance	9
Involuntary Commitments	3
Breaking & Entering	0
Suicide Threat	1
Hit and Run	0
Armed Robbery	0
<b>Total Calls Answered:</b>	<b>560</b>

### Premise Checks

Residence Checks	317
Business Checks	3,843
Church Checks	53
<b>Total Checks</b>	<b>4,213</b>

### Charges

Speeding Citations	148
No Operators License	27
Driving While License Revoked	7
Drug Charges	68
Uninsured Motorists	1
Careless & Reckless Driving	9
Open Container	4
<b>Total Citations</b>	<b>310</b>

### Arrests

Felony Arrests	11
Misdemeanor Arrests	7
DWI	5
Fugitives Arrested	5
<b>Total Arrests</b>	<b>18</b>

### Training Topics

Law Enforcement Executive Program (LEEP)  
Introduction to Child Abuse Investigations  
2012 Legislative Update  
Drug Interdiction & Federal Asset Forfeiture Training Seminar  
Introduction to Homeland Security Planning  
In-Service

**Total Training Hours Received: 100**

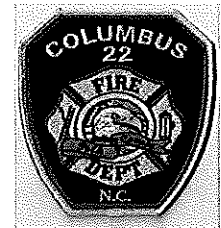
### Requested to Assist Sheriff's Office / City Police Departments

Calls	13
Hours	22

# Town of Columbus Fire Department

## Incident Summary Report

December 2012



Type of Incident	Number	Firefighter Hours Utilized
Emergency Medical Calls	72	67:02:00
D & C Fire Alarm Activation "AA"	4	2:12:00
Motor Vehicle Accidents	10	37:17:00
Public Service	16	28:43:00
D&C Structure Fire "AA"	3	5:38:00
D&C Medical	5	0:49:00
Fire Alarm	1	1:40:00
Aircraft Standby	1	5:36:00
Cover Station	2	0:49:00
Smoke Investigation	2	3:23:00
Brush Fire	1	2:00:00
D&C Chimney Fire "AA"	2	3:04:00
Chimney Fire "MA"	1	0:38:00
Power Line Down	2	12:32:00
Brush Fire "MA"	3	30:34:00
D&C Motor Vehicle Accident	3	1:19:00
Fire Alarm "AA"	1	0:48:00
Lock-Out	1	0:26:00
Vehicle Fire	1	5:18:00
D&C Public Service	1	0:08:00
Total	132	209:56:00
Training Hours for December		153:00:00
Total Firefighter Hour Calls and Training		362:56:00



## **TOWN OF COLUMBUS**

### **ABC BOARD**

Monday December 10, 2012

The ABC Board met at the Columbus Hardware store. Present were Pat Feagan chair, Marshall Watkins board member, Devin Williams secretary, and store manager George Miller.

Chair Pat Feagan called the meeting to order (5:14 pm). Marshall makes a motion to approve minutes, Chair seconds. Chair makes a motion to approve the agenda, Marshall seconds. Secretary Devin Williams reads the Ethics and Conflict of Interest statement.

In accordance with GS 18B-201, it is the duty of every board member to avoid both conflicts of interest and appearances of conflicts. Does any member have any known conflict of interest or appearance of conflict with respect to any matters coming before the board today?

No says all.

### **OLD BUSINESS**

1) Employees are all doing well.

### **NEW BUSINESS**

1) ABC Board was able to make a profit distribution of \$500.00 to the Town.

NCAC 02R.1706(b) states "If a local board has a price discrepancy between the price on the shelf or bottle is lower, the local board shall sell the item at the shelf or bottle price and correct the shelf or bottle price to match the Commissions published uniform price."

### **THIS IS OFFICIAL BOARD POLICY**

With no further business Marshall motions to adjourn at 5:45 pm, Devin seconds.

The next meeting will be held Monday January 14, 2013 at Columbus Hardware Store.